

## **BAE Office Assignment Policy**

1. Offices are to be designated as private, semi-private and group.
  - a. Private offices have one person per office and are assigned to tenure track faculty and non-tenure track faculty with academic rank (Lecturer or above). Faculty on phased retirement will retain their private office until fully retired. Visiting faculty with academic rank at their institution of higher education will be assigned a private office if available. Clerical staff will normally have a private office.
  - b. If office space is available, the next priority for private offices will be non-faculty EPA engaged in instruction (classroom or extension). The Department Head after consultation with the Department Extension Leader, Undergraduate Coordinator, and/or Director of Graduate Programs is responsible for assigning private offices for non-faculty.
  - c. Semi-private offices have two persons per office and are assigned to non-faculty EPA and SPA staff (except clerical).
  - d. Group offices have three or more persons per office and are to be assigned to graduate students. If space is available, two doctorate students will be assigned to an office.
2. An office will be kept available for retired faculty to share.
3. The Department Head is responsible for office space assignments and can approve exceptions to the above policies.
4. Recommendations from the 1998 Eva Kline Report on Space Standards from UNC-GA can be used as a general guideline for space allocations, but only as a guideline if available space permits. <http://www.ga.unc.edu/publications/facilities/table11.Y98>

The report gave the following areas per person:

Administrative personnel:	275 sq. ft.
Instructor/Professor:	190 sq. ft.
Technician/Clerical:	140 sq. ft. (90 sq. ft. office plus 50 sq ft. other)
Graduate Students:	60 sq. ft.
Student Employees:	25 sq. ft.

Proposed by Space Committee May 15, 2000  
Approved at Faculty Meeting June 9, 2010