

UNIVERSITY OF NORTHERN IOWA

OPERATIONAL GUIDELINES FOR THE USE OF ACADEMIC OFFICE SPACE

- 1) In general, a tenured, tenure track, term, renewable term or clinical faculty member is entitled to one office space as close as possible to the departmental location.
- 2) If a faculty member's research requires dedicated laboratory space other than the office, that assignment of research space is active as long as the faculty member is research active.
- 3) When there is enough space in the college, a department head, college dean or academic administrator may retain a faculty office in order to facilitate teaching and/or research.
- 4) In general, a P & S staff member will be assigned space at the discretion of the supervisor (or other relevant person in the reporting structure) that is appropriate for the fulfillment of the duties of the position. In some cases that may be an individual office space, and in some cases it may be a space in an open area or in an office with more than one staff member.
- 5) Temporary faculty who are not assigned a space elsewhere on campus as a result of a non-academic appointment should be assigned to a space where there is at least one other temporary faculty member. Exceptions may be a full-time temporary faculty member who has been teaching the same load for three years or more.
- 6) Centers will be assigned dedicated space only when there is a business need for the center to have space, as determined by the appropriate Dean(s) and/or Provost's office. Applications for external funding or for new centers which may result in the need for dedicated space must receive approval for the space allocation prior to submission (typically by completing the RSP Proposal Routing and Approval Form or by completing the "Request to Establish a New Center or Institute").
- 7) When buildings are in transition (renovation, etc.) we may not be able to offer the same kinds of individual spaces to faculty.
- 8) These operational guidelines are intended to be handled at the college level and are implemented per the direction of the dean or the dean's designee. However, it is understood that there may be times when a dean may need to request the use of space outside of the college. In that case, Academic Affairs will help negotiate agreements about the use of office space outside the particular college. In addition, entities under Academic Affairs (such as International Programs, Continuing Education, Library Services, Research and Sponsored Programs, IT, Educator Preparation, etc) require dedicated office space. When there are new needs in those entities, Academic Affairs is responsible for helping with that negotiation.
- 9) Space may be reassigned at the discretion of the department head (in consultation with the dean), dean, provost or president as the need arises.

July 22, 2014

Revised and approved by the Deans' Council on January 31, 2017.