



## Assignment of Offices to Full-Time Faculty

**Current Revision:** 06/16/2020  
**Approval Date:** 06/17/2020  
**Effective Date:** 06/17/2020  
**Source of Authority:** Faculty Advisory Committee

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### 1.0 Purpose

This policy establishes guidelines for the assignment of offices to full-time faculty and for reassignment as offices become available.

### 2.0 Definitions

- 2.1 Full-time Faculty: Faculty in a continuing faculty position, which is a faculty position which allows for continuing employment and benefits according to GGHSON dean's office and HR.
- 2.2 Time in Service: Semesters (fall/summer/spring) as full-time faculty and/or administration at GGHSON, including semesters of paid leave.
- 2.3 Windowed Office: An office having a wall, facing the outside of the building, which includes a portion that is transparent.

### 3.0 Persons Affected

- 3.1 All full-time faculty.

### 4.0 Policy – Initial Assignment or Office Space available

- 4.1 For office reassignment, the Executive Leadership notifies all full-time faculty when an office becomes available. Reassignment of office space will be determined by the following eligibility:
  - 4.1.1 Fulltime Faculty and Time in Service at GGHSON
- 4.2 When more than one eligible individual expresses an interest in any available office, the recipient is determined by the following:
  - 4.2.1 Executive leadership select by lottery.
- 4.3 Under circumstances where eligible full-time faculty are compelled to give up current offices (e.g. departmental moves) and wish to select from available offices, the preference order is determined by (in order):
  - 4.3.1 Faculty currently assigned to a windowed office.
  - 4.3.2 Faculty not currently assigned to a windowed office.



- 4.4 The Executive Leadership may choose to bypass the previous methods of determining preference in special cases (e.g.: necessity of location due to a faculty member's duties, consideration for a faculty member returning to the regular faculty after administrative or other duty, physical disability).
- 4.5 Window Offices will be assigned according to the following:
  - 4.5.1 Fulltime Faculty and Time in Service at GGHSON
- 4.6 Faculty Offices may be shared based on the following:
  - 4.6.1 Office availability and the needs of GGHSON
  - 4.6.2 Fulltime Faculty and Time in Service at GGHSON
- 4.7 The policy does not apply to temporary office allocations.

## 5.0 Rights and Responsibilities

- 5.1 The Executive Leadership responsible for announcing any potential availability or change in full-time faculty office assignments.
- 5.2 The Executive Leadership is responsible for determining and announcing preference order for any allocation/reallocation.
- 5.3 Faculty interested in available offices are responsible for making their interest known to the Executive Leadership.
- 5.4 Faculty have the right to petition to be considered as special cases for office assignment. Petitions should be submitted to the Executive leadership office.

## 6.0 Procedures

- 6.1 The Executive Leadership announces any change in allocation of offices to all full-time faculty and announces a deadline for such faculty to petition for consideration as a special case. If reallocation is to be voluntary, a deadline is set for full-time faculty to express an interest in any available office(s).
- 6.2 After the deadline(s) pass, the Executive Leadership announces the preference order to all faculty involved in the assignment/reassignment of offices. This must include the information utilized to determine the order (including results of random draws) and indication of, and rationale for, any special cases.
- 6.3 Faculty choose offices based on the preference order. During voluntary reassignments faculty may opt out of the process at, or before, the time that they reach the top of the preference order.

## 7.0 Revision History

- 7.1 Draft constructed to reflect discussion (01/27/2020) in Faculty Advisory Committee.
- 7.2 Draft further constructed to reflect results of Faculty Survey reported (06/09/2020).