

### **General Description**

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This protocol establishes the process through which unoccupied faculty offices on the third floor of Tawes Hall will be allocated to English department faculty.

### **Approvals**

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This process was approved as departmental policy by the Coordinating Committee on October 3, 2012.

### **Guiding Principles**

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- 1) Unoccupied offices *without* windows will be assigned to new incoming faculty at the discretion of the Chair of the English department or his/her designee.
- 2) Unoccupied offices *with* windows will be made available to faculty at each rank, using the "Allocation Process" outlined below.
- 3) For the purpose of office selection, new incoming faculty will be considered to have zero (0) years of service. They are eligible to select windowed offices based on their placement in the selection order list, as outlined in the "Allocation Process" below.
- 4) The Chair of the department, or his/her designee, retains discretion in assigning offices to faculty who occupy an office in an administrative suite while serving in an administrative role. When such an administrator's term ends, they may be assigned an office on the third floor consistent with the offices allocated to peers at the same rank, without being required to participate in the allocation process.
- 5) Existing office arrangements are grandfathered in. For example, no one will be required to move on the grounds that their current office violates any of the guiding principles or the selection order, nor will anyone normally be required to move if they are satisfied with their existing office (which will be considered occupied).

### **Process**

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- 1) In May of each year the Main English Office will survey faculty at the appropriate rank to determine who is interested in moving to an unoccupied office. Faculty will also be notified of the available offices, but the call will be made generally, since additional moves may create additional unoccupied offices. Faculty will be given two week's notice to indicate their interest in moving to an unoccupied office. Faculty who are interested in moving offices are henceforth referred to as "interested faculty."
- 2) The available office(s) will be allocated to faculty based on the following selection order:
  - a) Interested faculty at the full professor level will be given first priority, followed by interested faculty at the tenured associate, untenured associate, and assistant levels.
  - b) Within each level, the number of years each faculty member has been in the English department will determine selection order. Order proceeds from most years to least years of service.

- c) When faculty members at the same level have the same number of years of service, a random number generator will be used to decide the selection order.
- 3) After the two week deadline, the faculty member(s) selected to occupy the currently available office(s) will be notified. They will have until the end of the week when notified to confirm occupation of the space. Unclaimed spaces will be offered to the next eligible faculty member.
- 4) If the selected faculty member vacates another windowed office, that office will be offered to remaining group of interested faculty. The group of interested faculty will have one week to respond, followed by a confirmation period that extends to the end of the week when notified. This process continues until all windowed offices have been offered for occupation.