

Guidelines for Assignment of Offices

- Office space may become available through current office space being vacated or through conversion of other space to office space.
- Provided that an office space is not being reserved for administrative purposes, any faculty may apply for assignment to office space that becomes available by submitting a request to the Associate Dean for Academics.
 - Priority will be given in the following order:
 - Administrative purposes
 - Tenured faculty, according to rank and longevity with the College
 - Tenure-track faculty, according to rank and longevity with the College
 - Instructional Assistant Professor faculty, according to longevity with the College
- Faculty already occupying a space will not be moved as a result of someone else wanting the space, unless the faculty member, as a result of the above priorities, has applied for and been approved for, transfer to a different space.