

SMHS Office Usage Guidelines and Assignment Process SMHS Guidelines As of March 2, 2021
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When new staff or faculty are hired, the Dept Chair should consider optimal office and workstation assignment.

Guidelines:

- Chairs with their departments assign office) for all faculty and staff within a Department suite
- Faculty and staff for whom a majority of their professional work time is conducted outside of the office (in the lab, clinic, classroom, other locations or academic related travel) will be provided shared space for use while at the School.
- Full-time faculty members will be allocated 1 private office; no faculty member may have more than one private office space. Where an additional dedicated work area is needed at an alternate location, the additional location(s) will be in a shared space. (such as 2 or more assigned desks per office), or the space may be considered “hoteling” space. Hoteling space is considered touch down space.
- Full-time benefitted staff members may be eligible for an office based on supervisory responsibilities in their positions, i.e. they supervise benefitted staff, not students or temporary staff in order to be considered for an office.
- All SMHS space is owned by the Dean’s Office and is re-assignable.

Considerations with office assignments:

- The necessary time to order and install furniture
- Source and funding of costs (department) for furniture, telecommunication changes, technology changes, etc.
- Growth of programs

**Process:**

**To reassign or to request additional space:**

Contact Assoc Director for Finance and Facilities Management with your request **and tentative solutions**. The Dean’s Office and Facilities Manager will review and tender alternatives or approve the tendered solution within 30 days.