School of Literatures, Cultures, and Linguistics  
Policy and Procedures for the Allocation and Use of Space

I. Resources and Responsibilities  
The allocation of space is an administrative function belonging to the School of Literatures, Cultures, and Linguistics (SLCL), and administered by the Director. The Director’s Office oversees and determines the allocation of space for instructional, research, and administrative functions. The School has space available in the Foreign Languages Building (FLB) and, occasionally, at the Annex at 1207 West Oregon. Space is loaned to the School by LAS and is temporarily allotted to departments on a need basis.

II. Procedures Regarding Space Allocation  
A. Assignment of space within the School of Literatures, Cultures, and Linguistics will be made by the Director’s Office considering the recommendation of the Executive Officers, in accordance with considerations of rank, seniority, and administrative duties.

B. Every effort will be made to assign contiguous space within departments, but that may not always be possible.

C. Space in the Foreign Languages Building and Oregon Annex for collaborative projects that involve faculty, students, and/or staff from more than one unit may be assigned if there is availability, and considering the recommendation of the appropriate EOs.

D. Space in the Foreign Languages Building will be allocated primarily for ongoing instructional (teaching and advising), research, and other academic functions. Priority for individual academic office space in FLB should be given to the following positions in the order listed:
   1. Full-time tenured and tenure-track faculty
   2. Full-time specialized faculty and academic professionals (deleted: non-tenure-stream teaching staff), post-doctoral fellows with teaching duties and visiting faculty with teaching duties in SLCL.
   3. Part-time teaching staff (graduate assistants, student supervisors, etc.).
   4. Graduate students in the Program in Translation and Interpreting Studies will be allocated shared office space in FLB (whenever possible), or in the Oregon Annex.
   5. Graduate students, post-doctoral fellows and visiting scholars without teaching duties.

Faculty offices with an outside window are in great demand. If available, faculty offices with an outside window will be allocated according to rank (associate or full professors), seniority in the rank, and administrative duties. In the bi-annual allocation requests, Executive Officers will provide a ranked priority request for offices with outside windows. Rank, number of years in the department, and administrative duties should be used in the formula to ensure consistency across all units in FLB.

Offices are not proprietary to the occupant and may be reassigned according to current needs. Retention and offer letters should not include the promise of an office with an outside
window, or of any particular office location. For assignment of office space, please see under F below.

E. Graduate teaching assistants are assigned space based on appointment percentage. When individual office space is not available in the Foreign Languages Building for part-time teaching staff, post-doctoral fellows and visiting scholars, then shared space in the Oregon Annex may be provided if available. The Oregon Annex may also be used to provide additional space for funded research projects that have been submitted through the SLCL Business Office, and for departmental journals. The use of Oregon Annex space is subject to availability, and decisions must be made upon the recommendation of the EO and in consultation with LAS Facilities.

F. Executive Officers are responsible for updating their space usage annually. By April 30 of every year, each administrative unit of SLCL will present to the Director an Instructional Space Status Report for the FLB and Oregon Annex. This report will detail:
   1. A list of unit spaces and their occupants.
   2. Space assigned to the unit that is not being used or is being underused (this should be marked clearly on the unit’s map).
   3. Anticipated changes in overall needs for instructional, advising, and collaborative workspace for the coming academic year.
   4. Visiting Scholar or post-doctoral fellow (short-term) allocations.
   5. Requests for (ranked) window offices.
   6. Current space needs and problems, including repair and maintenance needs. (Please note that Units may be responsible for such repairs).

Departments submit a full listing of appointees and office assignments reflecting their allotment for the previous semester. Additional space can be requested if the previous allotment does not meet the demand. Space for individuals is assigned as bulk room allocations and the departments facilitate individual assignments.

All requests must have FTE percentage appointment (0-100%).

G. No later than June 30th, the Director shall propose to the Executive Officer a reallocation of office space for the coming academic year along with rationales for these proposals.
   1. In cases where space changes are being planned, the units and individuals involved will be given enough advance notice (6 weeks) so that they will have time to make the move before the start of the coming academic year.
   2. When a unit wishes to contest a decision, the matter will be referred to the Executive Committee of the School that will study it and report back to the Director as well as to the concerned unit. Their recommendations will be advisory only. Final decisions rest with the Director.
   3. Adjustments for space may be necessary after the June 30 allocation, due to enrollment increases in a particular department. In those cases, the department heads in affected units will be consulted and an agreement on space allocation will be made by the Director’s Office.
H. Space allotments are reviewed bi-annually by the Director’s Office. Mid-year adjustments to space allocation may be made when needed.

III. Conference Rooms: 1080 (Lucy Ellis Lounge), 2090B, 3092C, 4080A, G58 (Film Room)
SLCL sponsors conferences, colloquia, workshops, and individual speakers, which enrich our research, pedagogical and outreach mission. These events have the highest priority for scheduling in the conference rooms.

To better fulfill the mission, purpose, and function of the conference rooms, the school has updated reservation policies and is consistently enforce existing policies, as follows:

A. All reservations for the conference rooms must be for SLCL units or for LAS units which partner closely with SLCL.

B. SLCL units have scheduling priority. G58 is exclusively for SLCL unit use.

C. Reservation requests must come from a faculty/staff member of an academic unit of SLCL or LAS.

D. No classes or seminars are allowed in Lucy Ellis Lounge. The other conference rooms may be used for occasional (not weekly) interdisciplinary seminars, but not regular classes.

E. Recurring reservations are for confirmed events only, and:
   • Speaker series and film series events will not be approved until speakers/films are announced and the announcement is communicated to SLCL Facilities.
   • Tentative events lacking announced speakers/films may be cancelled to accommodate other events.
   • Given the high demand for these rooms, no more than seven dates may be included in any request. Schedulers are encouraged to request other available rooms early. Please do not stack requests: that may result in all related requests being cancelled.

F. Registered Student Organizations (RSOs) are not permitted to use Lucy Ellis Lounge.

G. SLCL reserves the right to cancel a reservation for invited speakers, recruiting lectures, or special events with outside guests. In these rare instances, the host whose reservation is cancelled will be notified as soon as possible so that they can make other arrangements.

H. Alterations/cancellations of approved reservations will be communicated via email as soon as possible, with a minimum of 1 week whenever possible.

I. If you wish to modify or cancel your request, you may do so from the SLCL Scheduler system, or email slcl-facilities@illinois.edu. Any modifications made to your request will require that it be re-approved. Further confirmation will be sent.

J. To ensure that SLCL units have scheduling priority:
   • Fall reservations will be processed starting June 1
   • Spring reservations will be processed starting November 1
• Summer reservations will be processed starting March 1

K. Additional information about the conference rooms is available at the respective links on this page.

IV. Research Laboratory Space
G70, 73, and 90 are SLCL Research Laboratories. These spaces are available for lab-specific activities and research team use only.

V. Evaluation of This Policy
This policy will be reviewed and evaluated by the Executive Committee of the School every three years.

Revised January 28, 2022