

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

**I. Resources and Responsibilities**

- a. The allocation of space is an administrative function belonging to the School of Literatures, Cultures, and Linguistics (SLCL), and administered by the Director of SLCL.
- b. SLCL has space available in the Literatures, Cultures, and Linguistics Building (LCLB; 707 S Mathews) and at the Oregon Annex (1207 West Oregon).
- c. Space is allocated to SLCL by LAS and is temporarily allocated to SLCL units following the policies and procedures outlined in this document.

**II. Policies Regarding the Allocation of Space**

- a. Assignment of space within SLCL will be made by the Director in consideration of recommendations formally submitted by the Executive Officers of SLCL units.
- b. Every effort will be made to assure contiguous space allocations for individual SLCL units but contiguous allocations are not guaranteed.
- c. Space will be allocated in accordance with considerations of: accommodations approved by the Office for Access and Equity (OAE); academic rank; seniority; and administrative duties.
- d. Space may be allocated for collaborative projects that involve faculty, students, and/or staff from more than one unit.
- e. Space in LCLB will be allocated for ongoing instructional, research, and other academic functions.
- f. Individual office space in LCLB will be allocated to the following types of university employees with priority conforming to the order listed:
  - i. Faculty or staff whose reasonable accommodations approved by OAE warrant a particular space allocation;
  - ii. Full-time tenured and tenure-track faculty;
  - iii. Full-time specialized faculty and academic professionals, post-doctoral fellows with teaching duties, and visiting faculty with teaching duties in SLCL units;
  - iv. Part-time teaching staff (graduate assistants, student supervisors, etc.);
  - v. Graduate students, post-doctoral fellows and visiting scholars without teaching duties.
- g. Individual office space will not be allocated to faculty with 0% appointments in SLCL units.
- h. Executive Officers may assign offices with an external window only after receiving written approval from the Director.
- i. Space is not proprietary to the occupant(s) and may be reassigned by the Director.
- j. Retention and offer letters should not include the promise of any particular space allocation without written approval from the Director.
- k. Graduate teaching assistants are assigned space based on appointment percentage.
- l. Occupants of office space may not designate other occupants without approval of the Director.

**III. Procedures Regarding the Allocation of Space**

- a. Executive Officers are responsible for updating their space usage annually. By April 30 of every year, each SLCL unit will present to the Director an Instructional Space Status Report. This report must include the following:
  - i. Unit spaces and their occupants from the previous semester;

- ii. Unused or underused space;
  - iii. Space allocation requests for incoming employees and visitors;
  - iv. Space allocation requests for offices with external windows;
  - v. Any additional anticipated changes in space needs;
  - vi. Repair and maintenance needs (units may be responsible for repairs).
- b. Once the Director grants a space allocation to a unit, the occupants of individual offices will be determined by the unit Executive Officer in conformity with the Policies Regarding the Allocation of Space (II). Assignments made by an Executive Officer that are out of conformity with these policies may be revoked by the Director.
  - c. The Director will respond to the Instructional Space Status Report in writing by July 15.
  - d. In the event of significant changes in enrollment that affect instructional staff, Executive Officers may request changes in the space allocation after July 15.
  - e. Space allocation will be reviewed by the Director on a semi-annual basis.

#### **IV. Policies and Procedures Regarding Conference Rooms**

- a. The LCLB conference rooms are: 1080 (Lucy Ellis Lounge), 2090B, 3092C, 4080A, and G58 (Film Room).
- b. Conference rooms are primarily intended for conferences, colloquia, workshops, and invited talks; these events will receive priority whenever scheduling conflicts arise with other types of events.
- c. Only SLCL units may reserve the conference rooms; exceptions may be made for LAS units that partner closely with SLCL units.
- d. Reservations may not be made too far in advance. The schedule for submitting reservations is as follows:
  - i. Fall reservations starting June 1;
  - ii. Spring reservations starting November 1;
  - iii. Summer reservations starting March 1.
- e. Reservation requests must originate with an SLCL or LAS faculty or staff member.
- f. No classes or seminars are allowed in any LCLB conference room. Departmental libraries are designated for this purpose.
- g. Recurring reservations are for confirmed events only.
- h. Speaker series and film series events will not be approved until speakers/films are announced and the announcement is communicated to SLCL Facilities.
- i. Tentative events lacking announced speakers/films may be cancelled to accommodate other events.
- j. No more than seven dates may be scheduled in any request.
- k. Registered Student Organizations (RSOs) are not permitted to reserve Lucy Ellis Lounge.
- l. Proposed alterations in plans, including cancellations, of approved reservations must be communicated via email as soon as possible
- m. For modifications or cancellations, use the [SLCL Scheduler](#) or email slcl-facilities@illinois.edu. Any modifications made to your request will require that it be re-approved.

#### **V. Evaluation of This Policy**

This policy will be reviewed and evaluated by the Director and/or the SLCL Executive Committee as needed.

Revised June 5, 2023