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, 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 Language Building and the Annex at 1207 West Oregon. Space is loaned to the School by LAS and is temporarily allotted to departments on a need basis.

   B. Regarding space use policy, the School bylaws state the following:
      1. “Specific duties of the Director include (...) determining and implementing a policy for the use of space in the School.”

      2. “The Executive Committee shall (...) advise the Director on all significant space proposals.”

      3. “The School Facilities Committee shall be responsible for advising the Director on the administration of the facilities of the School that support the research and educational missions of the School. The Facilities Committee shall report to the Director and the School Executive Committee.”

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 rank and seniority considerations. Every effort will be made to assign contiguous space within departments. Space in the Foreign Languages Building and Oregon Annex for collaborative projects that involve faculty, students, and/or staff from more than one unit will be determined jointly by the appropriate EOs.

   B. Space in the Foreign Language Building will be allocated primarily for ongoing instructional (teaching and advising) administrative, 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 non tenure-stream teaching staff and visiting faculty
      3. Part-time teaching staff (graduate teaching assistants, student supervisors, etc.)
      4. Post-doctoral fellows and visiting scholars

      Faculty offices with an outside window will be allocated according to rank and seniority in the rank. In the bi-annual allocation requests, Executive Officers will provide a ranked priority request for offices with outside windows. Rank and number of years in the department 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.

   C. Graduate Teaching Assistants are assigned space based on appointment percentage. When individual office space is not available in the Foreign Language Building for part-time teaching staff, post-
doctoral fellows and visiting scholars, then shared space in the Oregon Annex will be provided, depending on the space demands in that facility. The Oregon Annex may also be used to provide additional space for funded research projects that have been submitted through the School business office, and for departmental journals.

D. Emeriti professors with teaching responsibilities and/or an active research and publication agenda will be assigned shared office space in the Oregon Annex. Emeriti faculty will be asked to provide the EO of their department and the Director a brief annual report describing their teaching and/or research activities, use of the space and need to keep it for another year.

E. By April 15 of every year, each administrative unit of the School will present to the Director an Instructional Space Status Report for the Foreign Language Building 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.
   3. Current space needs and problems, including repairs and maintenance.
   4. Anticipated changes in overall needs for instructional, advising, and collaborative work space for the coming academic year.
   5. Visiting Scholar (short-term) allocation.
   6. Recommended allocation of window offices.

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 a UIN and a FTE percentage appointment (0-100%).

When requests for added TA space submitted after the deadline cannot be met within FLB, every effort will be made to provide space in the Oregon Annex.

F. By May 1, 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 the matter and report back to the Director as well as to the concerned unit before the end of the spring semester. Their recommendations will be advisory only. Final decisions rest with the Director.

   3. Adjustments for space may be necessary after the May 1 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.

G. Space allotments are reviewed bi-annually by the Director's Office. Mid-year adjustments to space allocation will be made after a Winter audit when needed. Space allocation requests for the
spring semester should be sent to the Director's Office by December 1 at the latest.

III. Evaluation of These Policies
One year from the date of adoption of these policies, they will be reviewed and evaluated by the Executive Committee of the School.

March 15, 2013