



**UCCS CAMPUS POLICY**

**Policy Title: Assignment of Academic Office Space**

**Policy Number: 200-024**

**Policy Functional Area: ACADEMIC**

Effective: October 27, 2015  
Approved by: Pam Shockley-Zalabak, Chancellor  
Responsible Vice Chancellor: Provost and Academic Affairs  
Office of Primary Responsibility: Executive Vice Chancellor of Academic Affairs (EVCAA)  
Policy Primary Contact: EVCAA, 719-255-3700  
Supersedes: N/A  
Last Reviewed/Updated: October 27, 2015  
Applies to: Administration, Faculty

Reason for Policy: This policy addresses the assignment of space for academic purposes at the University of Colorado Colorado Springs (UCCS).

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## I. INTRODUCTION

This Policy is subordinate to UCCS Policy 400-001 Use of University Facilities.

## II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

The chancellor of the each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Purpose:

1. University Property: All University space, regardless of funding source or location, is subject to assignment and reassignment at any time by the University in order to meet the University's overall needs as decided pursuant to UCCS Policies 400-001 and 400-006.
2. Space Blocks to Deans: At the University's discretion, the University may assign blocks of space to the Dean of a college, and allocation of space within the block(s) shall be at the discretion of the Dean or the Dean's designee. The University may reassign or change

such space blocks allocated to a Dean, however, based on changing needs and priorities. Any Reassignment of office space shall consider input from affected Deans.

3. Suitable Space: All faculty, academic and non-academic staff, and graduate assistants should be assigned suitable office space to carry out their responsibilities. Suitability will be determined by the Dean or Dean's designee and may be defined in a variety of ways. For example, suitable space may be located in or adjacent to a laboratory; in or adjacent to a clinic or other clinical facility; in or adjacent to a studio or other space designated for creative endeavors; on or off campus; or otherwise situated, and all at the discretion of the Dean or Dean's designee. In accordance with Section D.c below, suitability can include shared office space.
4. Space Priority: Individuals delegated with responsibility for assigning space shall follow a priority process described below, depending on current space availability and utilization:
  - a. Prior to the anticipated hiring of any academic personnel, a suitable office space, assigned according to the following guidelines, must be identified and committed. Hiring processes may not proceed until such space arrangements have been made and documented Full-time (100% or 1 FTE appointment), tenure track faculty will be assigned a private office. There may be, however, circumstances in which fulltime, tenure track faculty will be assigned shared office space depending on space availability and utilization.
  - b. Tenure-track faculty holding less than a 50% appointment will typically share office space. If sufficient space is available to accommodate all full-time tenure track faculty and meet all other academic office space needs, a private office may be assigned to these part-time faculty, at the Dean's or Dean's designee's discretion.
  - c. Non-tenure track faculty, academic staff, and non-academic staff may be required to share office space, taking into consideration office space availability, the percentage of full time effort, class and office hour schedules, and roles.
    - i. In general, no more than two full time individuals should share an office.
    - ii. Non-tenure track faculty, academic staff, and non-academic staff responsible for administration of a program may be assigned a private office at the discretion of the Dean of the College provided such an office is available within the block of offices assigned to the Dean.
  - d. Lecturers will typically occupy shared offices, ideally with no more than six individuals sharing an office. Consideration shall be given to the percentage of full time effort, class schedules, and office hours.
  - e. Graduate students and post-doctoral fellows will occupy shared offices, ideally with no more than 10 individuals sharing an office. Consideration shall be given to the percentage of full time effort, class schedules, and office hours. In general, it is not acceptable for lecturers or graduate students to occupy and/or be assigned private offices.
5. One Office: Recognizing the limited amount of space available, faculty and staff should not be assigned more than one office.
  - a. In instances where faculty are jointly appointed and provide services in more than one department or unit, the faculty member, in conjunction with the various

units and colleges, will be assigned one primary office. Departments or units that are not providing the primary office may provide suitable workspace for the faculty member. This would typically consist of an office or workspace to be shared with part time, emeriti, or other similarly situated faculty.

- b. Academic staff with an appointment to more than one department are expected to be assigned one primary office.
6. Emeriti, adjunct, and visiting faculty may, depending on their contribution to the unit, college, or university, be assigned to office space as determined by the Dean of the College, or, in some cases, another appropriate University administrator or designee. In most instances, recognizing the limitation of space and within the context of the above criteria, productive emeriti faculty would share office space with other faculty.
7. Faculty who enter into a phased retirement contract will maintain their office as long as they maintain at least a 50% appointment.
8. In order to encourage visiting faculty and faculty exchanges, the Dean or Dean's designee shall determine appropriate office space for these visitors. For example, faculty on sabbatical and away from the University may temporarily vacate an office or provide space in the office to accommodate a visitor or exchange faculty.
9. Storage: Under no circumstances may space that qualifies as office space be used for storage. Space that qualifies as office space includes one or more of the following:
  - a. A window
  - b. Data ports
  - c. Electrical outlets

### III. KEY WORDS

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

## V. HISTORY

Initial policy approval      October 27, 2015