CEOAS SPACE FORM

OFFICE SPACE ALLOCATION POLICY:

a. ACADEMIC AND SENIOR RESEARCH FACULTY is entitled to a standard faculty office.

b. RESEARCH ASSOCIATES (POSTDOC AND REGULAR) are entitled to one-half of a faculty office (i.e., two Research Associates share one office).

c. FACULTY RESEARCH ASSISTANTS are not entitled to a single office because of the diverse nature of appointments in this category. Space should be negotiated between the appropriate discipline and the Dean.

d. COURTESY APPOINTEES get space only if available, negotiated between the appropriate discipline and the Dean.

SPACE REQUEST:

Date required: ______________________________ Date: ______________________________
End date if applicable: ______________________________

Requested by: ______________________________ Date: ______________________________

New position (rank): ______________________________

Title/Name: ______________________________

Space required:
Office
Lab

Proposed Office Space*: ______________________________

Proposed Lab, Computer, or Other Space*: ______________________________

Comments: ______________________________

Return this form filled out to the Dean’s office, 104 CEOAS Admin

RLM___