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: ________________________________
End date if applicable: ________________________________

Requested by: ________________________________

New position (rank): Instructor

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

02/2015