

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:

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_____