



Office/Workstation Space Guidelines

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|-----------------------------|--|---------------------|-----------------|
| Domain/Division: | Administrative / Space Management | Index | 10-10.01 |
| Responsible Unit(s): | Administration | Page: | 1 of 1 |
| | | Attachments: | 0 |

Authorized Date: July 1997

If checked, policy requires Faculty Assembly Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

Effective Date: July 1997
 Retirement proposed and vetted to faculty and staff: 10/17/2006.
 Officially retired 12/8/2006.

POLICY STATEMENT:

Faculty and staff will be assigned one office space in the School of Nursing on the campus where they are employed. Faculty/staff with specific space needs greater than one office (i.e. research work space) may request more space from the Associate Dean on the regional campuses or Department Chairperson on the Portland campus.

Once a faculty or staff member is assigned to a work space or office, requests to move to other work space or office will generally not be granted. Exceptions to this will be determined by the Associate Deans/Chairpersons and the Director of Administrative Services.

RATIONALE:

Space is at a premium on all campus locations. Moves take time and use up resources.

DEFINITIONS:

IMPLEMENTING PROCEDURES:

Responsible Party: **Action:**

DEANS APPROVAL (required for new policies). Original Signed Copies Stored in Office of Academic Affairs

| | |
|--|-------------|
| Signature | Date |
| Sandra L. Theis, Interim Dean, PhD, RN | |