

College of Arts and Science Space Policy

Guiding Principles

Space allocation and assignment will be managed based on these guiding principles:

- Responsible stewardship of resources
- Efficient utilization of space
- Fairness in prioritization of space assignments
- Appropriate consideration of the type of activity (e.g., teaching, research, creative endeavor, administration) that occurs within a particular space

Relevant University Policies

- [Space Management and Allocation Policy](#)
- [Guidelines on Office Space Standards](#)
- [Research Space Allocation Policy for Academic Units Outside of the School of Medicine](#)
- Departmental Research Space Policies (approved by research councils)
- [Retired and Emeritus/a Faculty Policy](#): “Academic administrators are encouraged to provide access to office space, telephone, research support, and reimbursement for professional travel if they are able to do so within the limits of the resources available within the College, School, Library, or Department, although first priority should be given to meeting the needs of current faculty.”
- [SEIU Adjunct Contract](#): Adjunct faculty are entitled to “available office space, but not necessarily individual office space, for Employees to prepare for class and meet with students during academic terms in which they are teaching at the University.”

Responsibility for Space Allocation and Assignments

The Dean is responsible for allocating and reallocating space to units within the College. Space that is vacant or underutilized may be reallocated to another unit within the College or returned to the University at the discretion of the Dean. Space may also be reallocated to support strategic growth and/or mission, at the discretion of the Dean.

Department Chairs are generally responsible for assigning and reassigning allocated office and research space within their units. In some circumstances, the Dean may assume the responsibility of assigning and reassigning space to individuals.

Types of Office Space

Types of office space are defined in the University’s [Guidelines on Office Space Standards](#).

Office Assignments

Full-time faculty (tenured, tenure-track, and non-tenure track) will be assigned to a private office. Rank and years of service may be considered in making assignments for preferential office space (e.g., larger offices or offices with windows).

Faculty whose workload is less than 50% effort (excluding faculty on short-term leaves such as sabbaticals and developmental leaves) may be assigned to non-preferential office space.

Active emeritus/a faculty will be assigned office space if space is available after the needs of full-time faculty have been met. Emeritus/a faculty may be assigned to a private office, a workstation in a shared office, or a hoteling space, depending on their level of activity, departmental needs, and space availability.

Visiting faculty may be assigned to a private office, a workstation in a shared office, or hoteling office space.

Adjunct faculty will typically be assigned to a workstation in a shared office or hoteling office space.

Postdoctoral teaching fellows may be assigned to individual offices.

Graduate assistants will typically be assigned to workstations in shared office space, hoteling office space, or touchdown office space.

Multiple Offices

Faculty and staff will typically not be permitted to maintain multiple offices.

When there is a demonstrated need for maintaining two workspaces, an individual's primary office will be in the unit in which they spend more than 50% of their time. The type of space assigned will depend on the nature of the work being conducted. Their secondary office will typically be in non-preferential office space. If private office space is not available, a secondary office may be a workstation in shared space or hoteling space.

Classrooms

Classrooms, including but not limited to specialized classrooms (e.g., laboratories, computer labs, or studios), may be allocated to an individual Department. When this occurs, the Department is responsible for scheduling classes and for maintaining and replacing the technology and equipment in the classroom.

Departments may be allowed preferential scheduling in specific classrooms, with the permission of the University Registrar.

Conference/Meeting Rooms

Utilization of conference/meeting rooms should be tracked. When these rooms are underutilized, they may be made available to the University community.

Research and Creative Endeavor Space

Space dedicated to research and/or creative endeavors will be assigned based on activities, and space may be reassigned over time as activities change. Research space will be assigned in accordance with research space policies developed by departments and approved by the Saint Louis University Research Councils.