

## RUSS ENGINEERING CENTER And JOSHI RESEARCH CENTER SPACE GUIDELINES

All space in the Russ Engineering Center and the Joshi Research Center is assigned by the dean. The college office maintains a database showing function and assignment of each room. Please follow the guidelines listed below when dealing with space issues.

### **SPACE PHILOSOPHY**

**The Dean has the overall oversight responsibility for allocation of space in the Russ Center and Joshi Center and may designate certain areas of the buildings for use by specific departments in the college. The Dean may change the allocation of space as needs change.**

### **FACULTY/INSTRUCTOR OFFICES**

#### **DEPARTING FACULTY MEMBERS**

When a faculty member leaves, the office returns to the college office pool and will be assigned by the dean as appropriate. It is the department's responsibility to ensure that all items left by the departing faculty member are removed from the office and to notify the college office in writing that the faculty member has left. The college office will then make a determination concerning whether the phone line should be deactivated or assigned to another department budget.

All faculty offices in the Russ and Joshi Centers have been furnished with a standard set of furniture. Furniture **may not** be moved out of these offices without prior approval.

Departments or faculty members **may not** convert faculty offices to other uses. If a department or faculty member has a compelling reason to request the use of a faculty office for another purpose, a proposal shall be submitted to the dean for approval. Availability of space for the entire college will be a consideration in the approval process.

#### **RETIRED/EMERITUS FACULTY OFFICES**

**BACKGROUND:** CECS faculty members who retire from the university normally have no further involvement with the college and vacate their assigned faculty offices at the time of retirement. However, from time-to-time there are faculty members who retire but continue to be involved with the college by participating in student or faculty projects. Some of these faculty members desire to retain their faculty offices to facilitate their involvement with the college.

**POLICY:** The CECS appreciates the continued involvement of its retired faculty. Retired faculty members who have an ongoing involvement in college projects will be allowed to retain their faculty offices subject to college space requirements.

**IMPLEMENTATION:** A faculty member planning to retire may submit a written request to the dean requesting approval to retain their faculty office. The request should explain their ongoing involvement with the college and provide a time estimate of need for the office. Retired/Emeritus faculty office assignments will be reviewed by the dean as appropriate to determine college requirements and continued availability of the offices.

**Authority: James E. Brandeberry, Dean - AUGUST 93**  
**Revised 8/95 to include procedure for retiring/emeritus faculty and addition of Russ Center space philosophy.**  
**Authority for the following revisions: Bor Z Jang, Dean**  
**Revised 1/2008 to include Joshi Research Center and priorities for GTA/RA and Lab space.**

## **ARRIVING FACULTY MEMBERS**

When a department has a new faculty member, research associate or visiting professor arriving, a written request shall be submitted to the dean requesting office space. The request should include the name, position and arrival date and should be submitted as soon as the need is identified. If there is a particular office available that the department would like to have assigned to the person, the memo should reflect that request as well, *however, when requesting a particular office please keep in mind the space philosophy of the Russ and Joshi Centers stated at the beginning of this procedure.*

## **GTA/RA SPACE**

GA office space will be allocated by the dean to the departments. Departments are expected to give PhD students and full-time GTA and GRA students priority for assignment of GA space. GA space assigned to each department should continue to be used for that purpose. Departments will coordinate desk assignments in their designated GA areas as students arrive and depart. If a need arises for additional GA space, a written request can be made to the dean, or if you find that you have space in your GA areas that is not needed, you should notify the college office so that the space can be fully utilized if needed.

PhD students and full-time GTA and GRA students will only be assigned to one area of space; either a GA office or a lab.

GA office space will be reviewed periodically by the dean to determine college requirements and the space may be reclaimed by the college for reallocation.

Departments **may not** convert designated GA rooms to other uses. If a department feels it has a compelling reason to change the use of a GA room, a proposal should be submitting to the dean for approval. Availability of GA areas for the entire college will be a consideration in the approval process.

## **LABORATORY SPACE**

### **Instructional and Research**

Laboratory space will be allocated by the dean to the departments based on the priority order listed below:

- 1) Research growth
- 2) New faculty - to assist in research self-development
- 3) Specialty equipment used in research

If laboratory equipment existing in a lab has not been used for its intended research for three years, the Dean may direct that the equipment be removed.

Lab space will be reviewed periodically by the dean to determine college requirements and the space may be reclaimed by the college for reallocation.

Laboratory space assigned to each department for instructional or research use should continue to be used for the assigned purpose. If a need arises to change the use of a laboratory, a request, fully stating the nature of the change or reassignment, will be submitted to the dean for approval.

### **Computer Laboratories General Use - Central Computing Areas**

Use of areas assigned to and maintained by the Central Computing staff shall be coordinated with the central computing staff and the dean. Written requests for special use of these areas must be submitted to the dean for prior approval.

<p><b>Authority: James E. Brandeberry, Dean - AUGUST 93</b> <b>Revised 8/95 to include procedure for retiring/emeritus faculty and addition of Russ Center space philosophy.</b> <b>Authority for the following revisions: Bor Z Jang, Dean</b> <b>Revised 1/2008 to include Joshi Research Center and priorities for GTA/RA and Lab space.</b></p>
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