

Each faculty member is assigned one office space by the Academic Senate President. No faculty member is entitled to more than one office space. Faculty members do not have the authority to offer or assign their offices to any other individuals, or trade offices with other faculty members. Any change in office assignment must be made through the Academic Senate president.

Faculty offices are classified as belonging to one of two categories:

- : general-purpose offices
- : offices designed for a specific discipline and/or function.

If an office designated as Category 2 is unoccupied for one year, it will revert to a Category 1 office unless the department requests and is granted an extension by the AS President.

Faculty offices are also classified as single-person or two-person.

The Academic Senate will maintain a list of faculty office spaces, including their classification by category and their status as one or two-person offices. Designation of offices as Category 2 must be approved by Academic Senate. To preserve flexibility in office assignment, designation of Category 2 offices should be made only where clearly justified.

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1. Any office under 110 square feet should be declared a single-person office. Offices under 110 square feet which currently have two occupants will become single person offices whenever one of the current occupants leaves the office. Measurement of offices will be made by the Director of Facilities.

