

POLICY FOR THE ALLOCATION OF OFFICE/LAB SPACE TO FACULTY NOT FUNDED FROM THE OSU GENERAL EDUCATION BUDGET.

It is in the university's and the department's interest to provide opportunities for all faculty to maintain contact with the Department and its mission. However, because of the limitations on available space, much of this access must be through shared spaces and equipment, and not all requests may be granted. Space is a resource whose allocation has monetary consequences for the Department, the College and the University. There are significant costs associated with providing space, both in terms of services associated with access, and in terms of potential alternate uses. This document is prepared to specify a policy approach in cases where individuals might be assigned dedicated space in offices, labs, or storage.

The College of Science expects that units will adhere to the following practices and policies regarding space:

1. The members of the College recognize that space belongs to the University, not to the occupant, the Department, or the College. Space is to be allocated in the best interests of the University. If we are successful in our mission, we will be successful in securing the space we need for that mission.
2. The Chair shall periodically review the allocation of departmentally controlled space and alter space assignments to best position the department to perform its mission in the areas of teaching, scholarship, and service. This review will include an assessment of the contributions of faculty during the following year.
3. As a part of the periodic review, the Chair shall solicit proposals from individuals requesting the assignment of dedicated office/lab/storage space. These proposals should outline the individual's expected contribution to the Department during the next academic year. Consideration of the merits of the proposed contributions will be one of the prime determinants of the Chair's decision to award departmental space.
4. The Chair's assessment of the costs/benefits to current students, faculty, and the department as a whole, through the department's Advisory Committee, will guide the decision to award space. Not all meritorious proposals can be guaranteed space.
5. Successful proposals for dedicated space should demonstrate clear benefits to the department in exchange for the use of dedicated space. As a guide to expected annual departmental contributions in exchange for the use of a small office, the following examples are provided:
 - Teach at least one regularly scheduled course if requested by the chair. Volunteering to teach a low enrollment specialty seminar/class is normally not a sufficient contribution to justify an office.
 - Acquire a research grant that provides wages, tuition, overhead, equipment, or other departmental benefits that are at least equivalent to the support of an annual stipend for a graduate student.
 - Serve on a significant standing departmental committee at the request of the chair. This service should be equivalent in time to teaching a course (example – chair of the curriculum committee).
6. The College will provide e-mail accounts and basic network services for every member of the College, including our emeritus, courtesy, and adjunct faculty. Departments are encouraged to provide access to mailboxes, communal work space, and phone service as possible for those faculty, within their space and fiscal constraints.