

**Indiana University-Purdue University Fort Wayne  
University Resources Policy Committee**

To: The Fort Wayne Senate  
From: University Resources Policy Committee  
Re: Priorities for Assignment of Faculty Office and Laboratory Space  
(supersedes SD 81-9)  
Date: 15 December 1999  
Disposition: To the Presiding Officer for implementation

**Whereas**, SD 81-9 was approved by the Senate as a guide to the reassignment of space on campus and

**Whereas**, SD 81-9 describes priorities and recommendations for assigning space and

**Whereas**, some of these priorities and recommendations are now generally considered to be matters for departments and schools to decide and others are considered to be administrative decisions about which URPC may make recommendations,

**Therefore**, be it resolved that the Senate approve the following priorities and recommendations as superseding SD 81-9.

**Priorities for Assignment of Faculty Office and Laboratory Space**

- 1) A private office for each faculty member is of critical importance to the University. As such, highest priority should be given to plans that provide a private office to each full-time faculty member.
- 2) Major changes in space assignments, both academic and administrative, are to be forwarded to the University Resources Policy Committee for consideration prior to implementation.
- 3) The use of office space for other than office functions (storage, lounge, coffee room, etc.) is to be discouraged, and shall only occur with the concurrence of the school Dean and the Vice Chancellor of Academic Affairs.
- 4) Individuals should not be assigned more than one office unless multiple roles are served that require office space for each purpose.

5) With the concurrence of their Dean, divisions and departments have the priority in the assignment of office and laboratory space within the space designated for their respective organization. Departments and divisions are encouraged to develop policies to guide these assignments that consider factors such as time of service and faculty rank.

6) Each division and department should make every effort to provide suitable space for associate faculty, using FTE as the basis for the amount of space that is to be provided.