

**TITLE:** FACULTY OFFICE ALLOCATION POLICY

**APPROVED:** January 22, 2003

**REVIEWED:** July 7, 2003  
May 5, 2008

**NEXT REVIEW:** 2011-2012

**RESPONSIBILITY:** Director, Human Resources

**APPENDICES:**

**CROSS-REFERENCE:**

**POLICY STATEMENT:**

Allocation of office space for academic staff is the responsibility of Human Resources and is intended to provide appropriate office arrangements for faculty within the guidelines set out in this policy.

**PURPOSE:**

To ensure that faculty at the College are allocated offices in a timely and fair manner.

**SCOPE:**

This policy applies to all faculty who are hired at Grande Prairie Regional College.

**DEFINITIONS:**

For the purposes of this policy, tenured faculty includes full-time and part-time tenured faculty.

**PROCEDURE/GUIDELINES:**

1. Office allocation decisions will be made in response to hiring faculty, on confirmation of employment.
2. Immediately upon allocation, information regarding faculty office allocations will be forwarded by Human Resources to the department Administrative Assistant, Campus Operations, Cashier and Information Technology. Campus Operations will deal with signage and charge the department; Cashier will allocate the mailbox and inform Campus Operations; Information Technology will hook up the phone.
3. Written requests for office changes will be considered by Human Resources only when an appropriate rationale is presented and office space is available. Furnishings and the personal computer are part of the office and are not transferable. When changing offices, faculty

members are to move all their personal effects, however all furnishings (desk, chair, bookcases, and standard computer) remain in the office they are vacating. Campus Operations is available to assist faculty with lifting heavy boxes.

Specialized computer equipment required by faculty members must be approved in the capital budget process. These computers may be moved with the faculty from office to office only when written rationale is provided to Human Resources. Once approved by Human Resources, Information Technology will arrange for this transfer of equipment. Individual faculty members are not allowed to move their computer equipment. Help Desk Service Centre is available to assist faculty with moving computers.

4. Due to limited availability of office space, faculty members (including Chairs) will be limited to one office space per person. Efforts will be made to place Instructional groups together when space is available.
5. Offices will be allocated based on the following priority: tenured faculty (including part-time tenured faculty), tenure track faculty, full-time sessional/temporary faculty, and part-time sessional/temporary faculty.
6. Whenever possible full-time and tenured faculty members will be allocated an office space for the duration of his/her teaching assignment. When there is no space available, full-time/tenured faculty may be allocated a space in the suite for part-time faculty or in shared space.
7. Faculty may be allocated a shared office space for the duration of his/her teaching assignment. Larger offices may be assigned as shared office space when necessary. More than one faculty member may be allocated to an office. Wherever possible, faculty of the same department will be assigned shared office space.

There are work suites for part-time sessional and temporary instructors.

8. It is the responsibility of the individual to ensure his/her office is cleared of all personal/departmental belongings within one week of the end of the contract. Human Resources may confirm this has been completed before clearing final cheque.
9. When faculty members are granted a sabbatical or leave of absence, their office will be placed back into the office pool for the length of time they are away. It is the responsibility of the individual to ensure that the office is cleared of all personal/departmental belongings prior to leaving.

In the event that a faculty member requires use of office space for the duration of his/her sabbatical/leave, a written request must be submitted to Human Resources. If there is office space available and the request is deemed appropriate by Human Resources, office space in the part-time suite may be appointed.