University of Georgia - College of Education

COE POLICY-8 POLICIES AND PROCEDURES REGARDING
THE ASSIGNMENT OF SPACE

BACKGROUND: Space is one of the most important resources in the College of Education (COE). With nine academic departments, other units reporting to the Dean’s Office, and over 200 faculty, 100 staff, and 5,000 students, the College’s many programs have extensive and ever-increasing needs for physical space. Since this policy document was developed in 2006, there have been new and increasing demands for space. In order to ensure optimum usage of space for the benefit of faculty and their academic and research programs, this policy is being reviewed and updated.

POLICY: Space is discussed below in terms of the College’s needs for office space, instructional space, research space, and multiuse or common space such as Centers, Clinics, and conference rooms.

I. Office Space
   a) All full time faculty members (tenure and career track) will have a designated office. Faculty members have priority for windowed offices. Retired, part-time, and visiting faculty may have access to an office if available and not needed by full time faculty or funded research projects.
   b) Faculty and staff offices will be allocated such that all faculty and staff within a given department/program will be as close together as possible.
   c) Graduate assistants may be provided with office space, which will often be shared. If hired on a funded project, graduate assistants should be housed in research project offices. If hired on the state instruction budget, they should be housed in available department space. Graduate students who are not on assistantships or other funding (e.g., Fulbright, scholarships) should not be assigned offices.
   d) Faculty, staff, and funded graduate assistants have priority for departmental office space. Visiting scholars may be housed in the offices set aside for this purpose in the college [G-2 Aderhold, 302 Ramsey, and 104 River’s Crossing] if scheduled in advance with the Associate Dean for Outreach and Engagement and space is available. If no visiting scholar space is available and/or space is available within the department, vacant departmental offices may be assigned to visiting scholars in the priority noted above.
   e) Moving and renovation expenses for faculty seeking to change offices or for departments reassigning office space will not necessarily be covered by the College or the department. If any funding is available, the renovation requires prior approval from whoever controls the account that will be used to fund the renovation or moving costs. This includes, for example, costs for moving furniture if physical plant handles it, painting or touch up of the walls or floors [if not covered at no cost by physical plant], transferring telephones, and adding drop lines for computers. Funding must be determined in advance of the request to move. Renovation of the building structure [for example, removing, adding walls] requires advance approval from the dean’s cabinet and from physical plant. Requests should be made to the Associate Dean for Outreach and Engagement.
   f) Department Heads may assign offices to new faculty and re-assign offices to current faculty. They must submit an updated personnel report when making office and telephone number changes. The personnel report is necessary because it provides information for the University directory.
II. Classroom Space
Classroom space is allocated each semester based on the number of students likely to be enrolled in a particular class, the pedagogical preferences of the instructor, and the technological resources needed by the instructor. Classes with desks and chairs that are easily moveable should be reserved for instructors who request them. Classrooms with special technological resources should be reserved for instructors who plan to use those resources. The following classrooms in Aderhold are currently equipped with Smart Board Technology: 102, 112, 114, 116, 233 (Conference Room), 317, 319, 417, 430, 601, 616, and 618. River’s Crossing 135 and 220 are also equipped with Smart Board Technology.

Requests are made to OIT on-line through the department sectioning officer.

III. Research Space
The allocation of research space requires a routine review to address changing faculty, departmental, and research center needs for funded and unfunded projects. Funded research has priority for assignment of the College’s designated research space to meet specifications put forth in the project awards for housing hired personnel, equipment, and other resources. Research space for unfunded projects will be based upon availability, need, and space requirements.

The Research Office also provides space for centers housed in the Institute for Research in Education Sciences, including: Center for Latin Achievement and Success in Education, Georgia Center for Assessment, Learning Performance and Support Laboratory, Program Evaluation Group, and the Torrance Center for Creativity & Talent Development. Each summer, an audit of current space utilization will be completed by the Research Office to identify what is being used now for research projects and what research space may be reclaimed from projects that are no longer funded.

Requests for the use of the College’s designated research space should be directed to the Research Office for approval by the Associate Dean of Research.

IV. Common Space and Clinics
The College is responsible for the furniture, renovation and look of such common spaces as entry halls in all of its buildings. All conference rooms will be available for reservation by all members of the college. Preference will be given to the department in which the conference room is housed.

Space for clinics is prioritized because these facilities serve instructional, research, and outreach functions. Maintenance and renovation of centers and clinics is funded through negotiated cost-sharing between the college and income-generating centers and clinics.

Requests for renovation should be directed to the Associate Dean for Outreach and Engagement.

V. Dispute Resolution
Disagreements about the allocation of office, instruction, or research space should be directed to the Associate Dean for Outreach and Engagement for resolution by the Dean’s cabinet.

POLICY APPROVED: January 12, 2011

LAST REVISION: January 12, 2011