

## **Faculty Office Assignment Guidelines for EPCSE**

### **Note:**

Although the Department Head is responsible for how space is assigned and/or utilized, in most situations, the following procedure will be followed as offices become available.

### **Procedure:**

Individuals will be given the option of moving into a vacant office in the following priority order:

1. Academic Standing:
  - a. Professor
  - b. Associate Professor
  - c. Assistant Professor
  - d. Full Time, Fixed Term/Supervisory
2. Years in Rank, including those at other institutions (within same rank)
3. Years at Penn State, including service at non-UP campuses

Examples: Professor A was a Professor at ARU for 5 years before moving to PSU at the Professor rank 2 years ago. Professor B has been a Professor at Penn State for 7 years. Professor B gets priority over Professor A because, although at rank for the same number of years, Professor B has been at PSU longer.

Professor A was a Professor at ARU for 6 years before moving to PSU at the Professor rank 2 years ago. Professor B has been a Professor at PSU for 7 years. Professor A gets priority over Professor B because Professor A has been a Professor for a longer period of time than Professor B.

### **Procedure:**

When an office becomes available, the Department Head will work down the list and send an announcement to faculty about the availability with a deadline for replying. As more senior faculty decline, the next person on the list will be contacted. This process will be followed until the vacant office is filled. Once someone has accepted the new space, that space will be assigned to that person. A timeline for conducting the move will be provided by the Department Head to the faculty. Moves must occur within the timeline provided or the office will be offered to the next person on the list.

### **Other relevant concerns:**

- Moving to a different office does not mean new/different furniture.
- Research space must be requested through the office of the Associate Dean of Research.