

To: Senate of Indiana University-Purdue University at
Fort Wayne for information

From: Joint University Resources Policy Committee

Subject: Assignment of office and laboratory space

Date: September 3, 1981

This report of the Joint University Resources Policy Committee (JURPC) is primarily concerned with office space assignment. The opening of Building D and the Athletic Center, and the loss of the TROMS, necessitate the reassignment of some office and laboratory space.

Space allocations are based, in part, on data obtained from a questionnaire sent to each unit and information supplied by the Vice Chancellor's office. Criteria considered in the assignment of space for each unit were: the current number of faculty and support staff, the number of associate faculty, the current utilization of dedicated space, the physical constraints of the current office space arrangement, the number of double offices occupied, the current allocation of dedicated faculty research space, the future (short-term) changes in the number of staff and faculty and budgetary constraints of the University.

While the Committee recognizes the importance of providing a private office for each faculty member, the lack of sufficient space makes this impossible.

Space Allocations

After the new buildings are occupied and the TROMS removed, the JURPC recommends that office and laboratory space be assigned as follows:

KETTLER HALL

<u>Unit</u>	<u># Fac/ Staff</u>	<u># Sec</u>	<u>Recommended Assignments (Total #)</u>	<u># of Shared Offices</u>
<u>ACADEMIC</u>				
ESSC	5	1	145 A-C, 144, 253 (5); G-54 storage	1
CPT	8 (+10.A)	1	252, 254-258, 260, 261, 263 (9) 201 (Micro/Mini Lab), 207 (2)	0-1
NUR	14	1½	262, 264-272, 204 N-Q (14), 207 (2)	1
PHYS	8	¼	124-127 (4)	0-1
BIOL	14	1	G72-81, G23, G25, 204 M (13)	1
MATH	19	2	273-290. 292, 293 (20)	1
CHM	12	1	203, 204 R-U, 219, 222, 223 224, 226A, 232A (11)	2
THTR*	4	½	G30, 295, 297 (3)	1

ADMINISTRATIVEPersonnel/
Payroll

G-70, 71 additional

Admissions

No additional allocations

Financial Aid

No additional allocations

*If moving theatre cannot be accomplished immediately, we recommend that they be moved as soon as possible. Until then, theatre would occupy N136.

# of shared offices	7-9
# of faculty sharing offices	14-18
percent of faculty sharing offices	15%-20%

NEFF HALL

<u>Unit</u>	<u># Fac/ Staff</u>	<u># Sec</u>	<u>Recommended Assignments (Total #)</u>	<u># of Shared Offices</u>
MHT	1½	½	B 50 H, G, J (3)	0
EET	6	1	B 50 A-F (6)	0
ENG	9	1	130 (9)	0
CFS	2	½	260 (2)	0
DAE	9 (+10.A)	1	150 A-J, 142, 142A (9) (temp use of 112)*	0-1
COM	9	½	230 (8)	1
CNT	7	½	230 (6)	1
EDUC	16	4½	240 (9), 250 (7) *136 (17) (temp use of 116)*	1-2
AUS	2	½	250 (2)	0
PHIL	6	1	250 (5)	1
SPEA	5	1+1	260 (7)	0
SPV ETN ADM.	9	2	288 (9) (temp use of 120)*	0
B & E	35-36	4½	330 A-H, 340, 350 (35) (temp use of 108)*	0-1
MFT	11	1	360 (9)	2
PSY	13	1	388, 330J, 375**, 369**	1-3

*Rooms 108, 112, 116, 120 are assigned on a temporary basis, since they have previously been recommended for renovation and dedication to DAE and EET.

**The Committee recommends that some of the space in the 369 and 375 complexes be converted to offices to adequately accommodate the psychology faculty.

# of shared office	7-12
# of faculty sharing offices	14-24
percent of faculty sharing offices	10%-17.2%

BUILDING D

Anthropology Laboratory -- present location TROM--It is recommended that room 214, currently designated as a conference room, be used as the Anthropology Laboratory. The bases of this recommendation are: (1) Anthropology is to be located on this floor, and (2) room 208, also designated as a conference room, should be adequate for faculty use.

Fine Arts - The Fine Arts faculty member who currently resides in a TROM would be provided with a single office in the building.

STUDENT UNION

Labor Studies--present location TROM--it is recommended that Labor Studies be assigned rooms 111B or 111C and shared secretarial space in 111 of the Student Union. The public relations activities of this unit and its need for conference rooms were the criteria used in this recommendation.

Other Recommendations

1. All major space assignment or reassignment requests, including academic and administrative, should be forwarded to the JURPC for recommendation.
2. The use of offices for other than office functions (e.g., storage, lounges, coffee rooms, etc.) should be discouraged.
3. Faculty, administrator, faculty-administrator, or staff should occupy no more than one office. Individuals serving in more than one major role may be considered for additional office space.
4. The number of shared offices should be equitably distributed across all units, whenever possible.
5. Open offices should be "banked" for future needs and temporarily assigned by the office of the Vice Chancellor.
6. For the best interest of the students, faculty and University, the JURPC strongly endorses the thesis that every full-time faculty member be provided with a private office. Further, we believe that it is the obligation of the University administration that funds be sought for this purpose.

Future Office Space Assignment

Any plan of office assignment will probably suffice for only 1-2 years because of the continuous flux of faculty and staff. Some units may grow rapidly, requiring additional staff or faculty, while others

remain the same or even decrease. Therefore, the JURPC developed the attached set of guidelines, entitled: Priorities for Office Assignment and Allocation of Space. These guidelines should help to minimize future problems in regard to space allocation and provide for a more orderly and equitable assignment of space.

Voting

The above recommendations were made after long and careful deliberation and reflect many compromises. These recommendations may not be considered the ideal by some units, but every effort was made to be fair and equitable.

Although some portions of the recommendations did not receive unanimous approval, the overall recommendations were endorsed by the entire Committee.

Membership

M. Charles
J. Dalphin
D. Katter
E. Leonard
E. Nicholson
O. Schlamersdorf
J. Tobolski, Chairman
D. Townsend
G. Washington

Priorities for Office Assignment and Allocation of Space

Under normal circumstances, the following shall be in effect with respect to the assignment of faculty office space. The Vice Chancellor and Dean of Faculty shall carry out the implementation. Allocation of space to the schools and divisions will be according to the following guidelines:

1. Deans, coordinators, and chairpersons of divisions and departments will be considered to have priority in the assignment of office space within their respective organizations.
2. Whenever possible, each full-time faculty member will be furnished a faculty office for his or her exclusive use regardless of square footage.
 - a. Faculty offices consisting of 130 square feet or more could be considered a two-station office.
 - b. Priority in the assignment of available faculty office space to full-time faculty shall be thus: a professor will have first priority, and the overall priority in the assignment of faculty space shall be consistent with a descending order of faculty rank.
3. Administrative assistants to academic department/division chairpersons will be considered in the assignment of offices.
4. Part-time faculty desiring faculty office space should be provided office space, using the FTE as a unit of measurement. (Two FTE associate equivalent to one full-time faculty). For example, this could result in eight or more part-time faculty members sharing a one-station office, while a two-station office could accommodate twice as many part-time faculty members.

At the discretion of the deans or coordinators in consultation with their faculties, associate faculty members' office needs could also be met by assignment with a full-time faculty member. Final determination of these assignments would be made at the school or divisional level.

5. Faculty members having exclusive use of laboratory with appropriate office space will not be assigned an additional office.
6. Designated faculty office space must be used as faculty office space unless approval for exception has been granted by the Office of the Vice Chancellor and Dean of Faculty. When space is vacated, it is to be reassigned by the Office of the Vice Chancellor and Dean of Faculty consistent with the above policy.
7. The policy stated above is intended to serve all but the most unusual cases. Requests for deviation from the above policy must be submitted in writing to the Vice Chancellor and Dean of Faculty for action.