

POLICY TITLE: <b>FJB Space Allocation</b>	<b>MICHIGAN STATE UNIVERSITY</b>	College of Human Medicine
Category & Number: FAC-2	Last Revised Date:	
Effective Date: January 1, 2016	Revision Number: 1.0	
Responsible Party: Flint Operations Manager	Page 1 of 2	
Persons Affected: Faculty and Staff Assigned to Work in the FJB		

## 1.0 Policy/Purpose:

The College of Human Medicine adheres to the university's principles regarding allocation of space. Allocation of space is dynamic; in order to meet continually evolving programmatic and operational needs, space is reviewed on a regular basis and may be reallocated and/or reassigned as necessary. The CHM-FJB Operations Manager has delegated authority and responsibility for the management of space in the building. This includes maintaining an accurate inventory of space, maintenance of space, allocation/reallocation of space, and maintenance of records to include occupants of specifically assigned spaces. If/when specifically-identified space (i.e., offices and workstations) has been allocated to a specific unit, that unit's designated administrative lead will be responsible for allocation of space within the unit with the understanding that allocation/reallocation will be done in consideration of these broader guidelines.

In alignment with university principles regarding space allocation, the following guidelines for the allocation of space in the CHM-FJB, specifically offices and workstations, are provided.

## 2.0 Space Assignment Guidelines:

- 2.1 Priority for the assignment of offices will be for full-time faculty and senior administrative staff (AP/APSA 13 and above or, in specific cases, academic specialists if the work justifies an office) whose **only or primary work location is in Flint**. University guidelines are that full-time faculty will be accommodated with one private or semi-private office *whenever possible*.
- 2.2 Senior associate and associate deans and senior administrative staff (APSA 13 and above) whose primary work location is *not* Flint but who maintain a regular presence in the FJB (at least one day/week) will be accommodated in a private or semi-private office *whenever possible*.
- 2.3 Assistant deans and other senior administrative or academic staff whose primary work location is not Flint but who are required to work in Flint at least 60% of their time, will be given next priority for offices *when possible*.
- 2.4 Specific **work stations** will be assigned to all other regular faculty and staff (defined as 0.5 FTE or above) whose primary work location is Flint.
- 2.5 Other faculty and staff, including those employed less than 0.5 FTE, non-employed faculty, visiting faculty and administrative staff including chairs, directors and deans whose primary work location is not Flint, may be assigned a specific workstation if

available, but in general, non-assigned workstations or touch-down spaces will be made available.

2.6 Rooms for private conversations or confidential phone calls are available for the general use of faculty and staff who require them.

### 3.0 Procedures:

3.1 To request allocation of additional space, submit request in writing to Operations Manager. Requests must include:

- reason for the additional space allocation
- type and amount of additional space being requested (e.g., one office, one assigned workstation, etc.), following the general guidelines described above. If the request is not consistent with the guidelines, justification for the request must be provided.
- names and classification of the faculty/staff who will occupy the requested space
- a brief description of what actions have been taken in an attempt to accommodate the need for additional space within the unit's currently-assigned space.

3.2 Exceptions to these guidelines may be made by the Operations Manager in consultation with the Associate Dean for Administration.

### 4.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0			Original