Office Assignment Policy
(Effective September 1, 2010)

Allocation of space and faculty offices is the responsibility of the Dean of the Gordon Ford College of Business. There are two categories of offices in the Ford College: 1) Discipline offices and 2) College offices. Discipline offices include regular offices that have been allocated to the discipline and offices that have been constructed or significantly upgraded using funds of a particular discipline. The Dean allocates discipline offices to the six disciplines in the College. The Chair of each discipline has the responsibility of assigning these offices to individual tenured/tenure-track faculty in the discipline. College offices are the ones that have NOT been allocated to disciplines, including offices that have been constructed or upgraded by the College. The Dean will assign these College offices to specific faculty members, including instructors and other non-tenure-track faculty.

Discipline Offices

The following decision rules shall be used in assigning discipline faculty offices:

1. The Dean will allocate discipline offices to disciplines, after consultation with the discipline chairs. The allocations will be based on the needs of the disciplines and will be reviewed annually so adjustments can be made as the number of faculty in each discipline fluctuates. A reasonable amount of office space will also be assigned to disciplines for administrative support staff, student work areas, graduate assistants, files, and storage. All disciplines will be required to, as much possible, economize on these needs.

2. A discipline’s allocation of discipline offices will be reduced if faculty in the discipline is assigned college offices.

3. Discipline offices will be assigned to specific faculty members by the discipline chairs based on the criteria outlined below for College office assignments. The assignments will be based on special titles or designations, rank and seniority within rank, and other special needs or considerations of the discipline or faculty in the discipline. Assigning offices by discipline ensures that new tenured/tenure-track faculty will be assigned an office near other faculty teaching in that discipline.

4. Faculty members who are unhappy with a discipline chair’s assignment of office space may appeal the assignment to the Dean.

5. Assignment of offices to full-time faculty will take precedence over assignment for other purposes.
6. Any office vacated by a faculty member who is not being replaced will be subject to reassignment to another discipline at the discretion of the Dean if needed for a faculty member from another discipline.

College Offices

The Dean, or her/his designee, in assigning college faculty offices shall use the following decision rules:

1. Vacant college offices are subject to reassignment by the Dean. The Dean shall publicize the fact that such an office is vacant in a reasonable manner and shall solicit requests from the permanent faculty for such vacant office. After such requests are received, the Dean shall reassign the office based on the following criteria:
   a. Professors holding special titles or designations such as endowed professorships, current and former discipline chairs.
   b. To the highest ranking professor requesting the office.
   c. If two faculty members of equal rank request the office, to the faculty member with the longest continuous seniority in a tenure-track appointment at Western Kentucky University, based on the date of acceptance of the last continuous contract of full-time employment. In the event rank and seniority are equal, seniority for the purpose of office assignment only shall be determined by seniority in rank. In the event of equal time at Western Kentucky University and seniority in rank, seniority shall be determined by lot.

Other Policies

The following policies apply to both discipline and college faculty offices:

1. Once assigned to an office, a permanent full-time faculty member may not be required to leave that office at a later date in favor of a higher ranking faculty member without the consent of both faculty members, the discipline chair(s), and the Dean. The only exception to this policy is if a faculty member is assigned to an office in another discipline on a temporary basis which will be made clear when the assignment is made.

2. Faculty members on sabbatical, other excused leave, or administrative assignment may normally retain rights to their offices for up to one year. Such offices may be temporarily assigned to others for the duration of such absence, and faculty
on leave may be requested to remove or box personal items during such leaves to accommodate temporary assignments.

3. Faculty members who will not be returning to Western Kentucky University for any reason should vacate their offices within a reasonable time prior to the beginning of the next academic term (including summer session) as determined by University policies and agreement with the discipline chair and Dean.

4. Furniture and equipment are the responsibility of the discipline or college, as appropriate, and should not be removed from a faculty office without the consent of the chair or Dean, as appropriate.

5. The Dean shall have discretion to vary the terms of the policy to promote and accomplish the mission and objectives of the College.

6. This policy is effective with present and continuing office assignments.

This policy will be subject to annual review by Dean's Administrative Council.