

## General Office Space Guidelines

The goal of these guidelines is to manage the allocation of office space at UW Tacoma fairly, equitably and transparently as the campus enters an extended period when available space is relatively static and overall growth in faculty, staff and students is bringing increasing pressure to use that space more efficiently and in keeping with the overall needs of the institution. The Joy Building and the Jefferson Building, the next large classroom and the office building on campus, will not be ready for occupancy until at least 2011. Marginal increases in available space, such as leasing outside the university footprint or recovering university-owned leased space, will be considered, but the significant added costs associated with such options must be taken into account.

In these conditions, the following assumptions will guide the allocation of office space at UW Tacoma:

1. All academic and administrative space at UW Tacoma is university space and allocations will be determined in relation to overall university need.

Historical allocations and the wishes of programmatic and administrative units will be considered, but final allocations of office space will be determined holistically. Currently, this determination will be made by the Special Assistant to the Chancellor following consultation with affected programs and units and with appropriate Vice Chancellors.

2. When possible, faculty office space will have the following parameters:
  - private offices will be provided for full-time faculty, with full-time tenured/tenure track faculty having first priority;
  - part-time faculty will share offices;
  - offices of faculty on full-academic year sabbatical or other forms of leave may be assigned to replacement faculty;
  - Visiting faculty will be provided offices on a space-available basis;
  - Consideration will also be given for special needs or for the role of a faculty member within academic programs.
3. When possible, staff office space will have the following parameters:
  - Private offices will be provided for full-time program administrators, advisers dealing directly with students and staff with budget responsibilities;
  - Normally, unless private offices are available, all other full-time staff will be assigned to cubicles;
  - Part-time staff will share offices or cubicles as available;
  - Consideration will also be given for special needs or the role of a staff member within the administrative unit or academic program.
4. With the addition of faculty and staff, it may be necessary to convert space currently used for other purposes to office use. The Special Assistant to the Chancellor will make these determinations following consultation with affected programs or units and with appropriate Vice Chancellors.
5. Only in very special cases will classrooms and other rooms that are or may be used for instruction be converted to office use.