

## Skidmore College Academic Affairs Office Space Policy

In assigning space usage to Departments, Academic Affairs faculty, staff, and administrators will follow these guidelines:

1. When possible, each full-time faculty member should have exclusive use of a faculty office.
2. When possible, part-time faculty, including Research Associates/Fellows, should have the use of offices, but need not have exclusive use of offices. Emeritus faculty may have use of shared offices.
3. When possible, Departments should have adequate space for common areas that can be used for interaction, both structured and unstructured, and for use by faculty, staff, and students.
4. Exclusive use of an office to a faculty member or administrator who already has exclusive use of an office somewhere else on campus is prohibited.
5. Departments/Programs should periodically undertake comprehensive reassessments of the use of all space assigned to them. Refinements and adjustments should occur on an annual basis within the context of ongoing departmental/program discussions. Department Chairs/Program Directors oversee both the allocation of space and the discussions about the allocation of space in their assigned areas. Departments/Programs may propose changes in space utilization through consultation with the Space Planning Working Group (SPWG).
6. The offices of faculty or administrators who are currently on full-year leaves will be assigned to other faculty/staff while the occupant is on leave. Faculty/administrators on leave do not need to move out of their office, but will need to make room on the desk/shelves for incoming faculty/staff. Any books or other possessions that need to be packed in boxes can be stored in the office or in the faculty/administrator's home. There is no available space on campus to store such belongings.
7. The offices of faculty who are currently on phased employment who teach only one semester can be utilized by contingent faculty during the semester in which the faculty member is not teaching. Administrators who are currently on phased employment may be expected to share their office with other staff. Faculty/administrators on phased employment do not need to move out of their offices, but they do need to make room on the desk/shelves for incoming faculty/staff. Any books or other possessions that need to be packed in boxes can be stored in the office or in the faculty/administrator's home. There is no available space on campus to store such belongings.
8. Faculty and academic staff not occupying their office during the summer are strongly encouraged to make their space available for use by the Office of the Dean of Special Programs, ODSP, for its summer faculty and staff, as needed. Departments should coordinate with ODSP each spring when summer office plans are known.