

GRADUATE SCHOOL OF MANAGEMENT

POLICY ON OFFICE ALLOCATION

PURPOSE

This document presents an allocation policy for office space occupied by the Graduate School of Management currently and for the future. To provide a clear and comprehensive policy, we present guiding principles and office allocation scenarios.

The School is deeply committed to providing a supportive work environment for all faculty members. In addition to a supportive, collaborative, and minimally-hierarchical organizational culture, an important aspect of the School's physical work environment involves the quality of faculty office space. As a general norm, disruptions to faculty office space should be kept to a minimum to avoid lost faculty productivity and financial costs associated with office moves. In concert with that norm, the School must be mindful that, in a hyper-competitive market for recruiting business school faculty, all available resources must be marshaled to succeed in hiring new faculty members.

The School, and the University, are fully committed to shared governance between faculty and administrators. Indeed, shared governance substantially shaped this policy. The policy itself is a result of a formal consultative process whereby the faculty provided advice to the Dean by proposing several office allocation options, followed by an advisory faculty vote regarding each option. To provide further advice, the Senate Faculty Executive Committee met with the Dean to provide additional information. The Dean also consulted informally about the policy with numerous faculty members.

GUIDING PRINCIPLES

The office allocation policy is guided by the following principles:

- (1) Offices will be allocated in a transparent manner.
- (2) Disruptions to faculty office space should be kept to a minimum.
- (3) Faculty members who move offices will be given sufficient time to do so to minimize disruption to research and teaching.
- (4) The School has limited office space in Gallagher Hall, and has committed the third floor of Gallagher Hall principally to the faculty.
- (5) The School will aim to appropriately manage costs associated with office assignments and moves.
- (6) Faculty members are permitted to trade offices on a voluntary basis and would bear the costs via their RATS accounts of any refurbishing or refitting of existing furniture that would be required to accommodate the trade. Conveners of each of the five faculty groups will oversee any communication among members of their groups to ensure transparent communications about trades.

- (7) Although the School aims to minimize faculty office moves, no faculty “owns” an office; there may be extenuating circumstances (e.g., medical conditions) that require the School to involuntarily move faculty from one office to another.
- (8) As with all resource allocation decisions, the Dean has final authority of office space allocation for space assigned to the School.

OFFICE ALLOCATION POLICY SCENARIOS

SCENARIO 1: ALLOCATION IN CURRENT BUILDING

New faculty members at the Assistant and Associate Professor ranks will be assigned spaces that are currently not assigned to ladder rank faculty on the third floor of Gallagher Hall (i.e., interior offices or exterior offices on the north, south, or east side of the building).

When hiring a new faculty member at the Full Professor rank, the Dean will ask the new Full Professor if he/she wishes to have an exterior or interior office. If the new Full Professor wishes to have an exterior office, the Dean will initiate a request for a volunteer from those who occupy offices on the exterior to move to an available interior space. The volunteer would be compensated with an additional, one-time allocation of \$5,000 to his or her RATS account. This \$5,000 would be placed in a separate subaccount and would not be subject to the current RATS policy that limits carry-forward to \$3,000. The School will provide the volunteer with a three-month notice period.

If there are no volunteers, the Dean reserves the right to move an Assistant or Associate Professor occupying an exterior office on the third floor to an interior space that is not occupied by a ladder rank faculty member of any rank. The faculty member selected for the move would be the most junior member of the GSM faculty based on rank and step. The person who has been selected to move would receive a \$5,000 allocation to his or her RATS account that would not be subject to the policy limiting carry-forward of RATS funds. The School will provide the faculty member with a three-month notice period.

SCENARIO 2: ALLOCATION OF NEW SPACE OR VACATED OFFICE SPACE

If new and/or additional space is offered to the School, offices will be allocated by years in rank, then years of step within rank (if there is a tie of rank and step, years of service at the School will serve as the tie-breaker). After new offices are allocated there would be an opportunity for faculty members to voluntarily trade offices among themselves and bear the costs via their RATS accounts of any refurbishing or refitting of existing furniture that would be required to accommodate the trade. A similar process would be followed if a faculty member left the School (e.g., due to retirement) and an office space was vacated.

SCENARIO 3: ASSOCIATE DEANS

Associate Deans are appointed for a three-year term and relinquish the use of their current office when they join the Dean's suite. Upon conclusion of their three-year term, the Associate Dean would then be assigned an office space on the faculty floor (third floor of Gallagher Hall). An office would be assigned to the former Associate Dean following Scenario 1 above.

SCENARIO 4: NO EXTERIOR OFFICES AVAILABLE

In the event that only Full Professors occupy exterior offices, any newly recruited Full Professor will have the option of choosing an exterior office (among a set of proposed choices) on the second floor or occupying an available interior office on the third floor of Gallagher Hall. If growth of the School's faculty requires movement of faculty members to the second floor of Gallagher Hall (or to a different building), special attention will be paid to locating a group of faculty members (e.g., three or more, not a single faculty member) and faculty members of varying academic ranks (i.e., avoiding relocating only Assistant Professors).