

Work Space Within IST

IST_AD-01 Administrative Guideline

Overview

As IST continues to make progress towards achieving its strategic plan goals including enrollment and related faculty growth, workspace is at a premium. As such, we have created a set of guidelines to allow us to allocate space as consistently and equitably as possible. We will make every effort to relocate faculty, staff, and graduate assistants prior to each academic year/semester while minimizing relocations during each semester to the extent possible.

Guidelines

Exterior window offices (in priority order):

- Dean, Associate/Assistant Deans
- Full-time tenured/tenure-track faculty
- Full-time fixed-term faculty
- Full-time staff (level dependent)
- Adjuncts/post-docs/visiting faculty/research associates/assistants
- Part-time faculty

Interior offices (in priority order):

- Full-time faculty if needed
- Full-time staff
- Adjuncts/post-docs/visiting faculty/research associates/assistants
- Part-time faculty
- Collaborative spaces
- Work/mail rooms

Research Labs (in priority order):

- Externally funded graduate assistants including GAs supported with start-up funds
- Externally funded visitors
- Internally funded graduate assistants
- Unfunded graduate assistants
- Unfunded visitors

The college will continue to provide flexible meeting/collaborative workspaces to the extent possible.

Workrooms and mailrooms should only exist in separate spaces when all other alternatives are completely exhausted.