

Space Distribution Policy
School of Social Work

Background:

Since the School of Social Work is currently limited to the second floor of Gregory Place 2 (with the exception of CPRD, who have control over their own space distribution), it is necessary to document how space will be distributed. Office and desk assignments are made by the Facilities Manager with input from supervisors, the Assistant Dean for Administration, and the Dean as needed.

Policy

Full-time Academic and Full-time Civil Service Staff: Desk or office space will be provided for these employees in a location that best suits the services being provided. Standard office furniture will be provided, such as a desk, shelving, and a filing cabinet. Requests for other items should be directed to the Facilities Manager, although the School may ask the employee to cover the additional expense with discretionary funds. No faculty, staff or students may go to campus Surplus to pick up items without first conferring with the School of Social Work Facilities Manager.

PhD students (on campus): The School of Social Work has shared office space available for PhD students with about two dozen workstations available for use. We will try to accommodate each student with their own space if possible. In the event that we have more students than desks, we will assign multiple students to a space. All students assigned to spaces with other students will have to work with each other to schedule the times that they use the shared space.

- **PhD students (off campus):** If a PhD student will be working off campus for a month or more, please be courteous and notify the Facilities Manager, so that the desk will be available for another student. Short-term storage for desk items may be available. We do reserve the right to pack up desk items and store them if official notification is not provided.

Masters Students: Currently no specific office assignments are made for Masters Students unless employed by a faculty member who can provide a space for working. The lounge area located in the center of the 2nd floor of Gregory Place 2 (1010 Nevada St.) is available for general use. Courtesy should be shown to others while using this space.

Academic Hourly, Graduate Hourly, and Undergraduate Hourly employees: No specific offices are assigned to these employees, but special arrangements may be made between the supervisor and the Facilities Manager.

Adjunct Faculty: Shared office space will be made available to Adjunct Faculty during their term of appointment. Workstations are available on a first come first serve basis. If a private space is needed to meet with students, please see the Facilities Manager for temporary room use.

Emeritus Faculty: Shared office space will be provided for retired faculty members who continue to contribute significantly to the academic environment. These arrangements are to be worked out with the Dean and the Facility Manager. Desk assignments are subject to the availability of space and financial resources within the department. Desk assignments will be reviewed annually.

Questions?

Email sw-facilities@illinois.edu