

OFFICE FACILITIES – SPACE UTILIZATION STANDARD PRACTICE

Revised May 18, 2023

The oversight of office assignment and utilization is under the purview of the Vice President for each Division. Office facilities will be reassigned at the division and department levels whenever possible to maintain the integrity of units. In certain circumstances, it may be necessary to redistribute office facilities between divisions and this will be done as fairly and equitably as possible. The University Space Committee may make recommendations at any time for space to be reassigned to another division. These recommendations are submitted to the Executive Director of Space Management who will consult with the Executive Vice President and Provost and/or President for a final decision.

Space assignments that disperse departments across buildings or floors should be considered temporary and every effort will be made to consolidate units as soon as space can be made available. The overall needs of the campus will take precedence over the individual needs of the units.

The priority for office assignments will be as follows:

1. Academic full-time faculty positions
2. Professional administrative faculty positions
3. Classified administrative and technical positions
4. Part-time Instructors, graduate assistants, and student employees
5. Emeritus Faculty

Part-time instructors, graduate assistants and student employees are not allowed individual offices and should always share space. An average of three part-time instructors, graduate assistants or student workers per workstation is expected in most cases. Unpaid workers are not entitled to office space.

Employees who are telecommuting need to be accommodated within the current space assignments of the department or use Building Resource hoteling (reservable) office space. If assigned a location, these employees should only be assigned shared space.

Office service (including storage) will be reviewed regularly to ensure that these areas are the best use of the space. Vacant offices should not be used as service areas unless a request is submitted to the University Space Committee for recommendation.

MULTIPLE OFFICE ASSIGNMENTS

This section addresses the practice of assigning second offices to faculty engaged in research, centers and institutes, administrative positions or as department chairs.

Research

Full-time faculty may have an office in their research lab or in their department but not both. When possible, some type of shared workspace arrangement will be made available when working away from

their office. The reassignment of multiple offices will be made at the division level or if necessary, considered by the University Space Committee for another unit.

Centers and Institutes

Full-time faculty may have an office in the center or in their department but not both. When possible, some type of shared workspace arrangement will be made available when working away from their office. The reassignment of multiple offices will be made at the division level or if necessary, considered by the University Space Committee for another unit.

Administrative Appointments

Full-time faculty serving administrative appointments within the Office of the Executive Vice President and Provost or the Office of a Dean can be housed in the administrative offices or in their home department at the discretion of the Provost or Dean. If they are assigned administrative offices, their faculty office will be temporarily or permanently reassigned by the unit.

Department Chairs

Full-time faculty serving as department chairs will be housed in the department chair's office if provided or remain in their faculty office. If a department chair office is provided, the faculty office will be temporarily or permanently reassigned by the unit. Department chairs cannot maintain two separate offices.

Emeritus Faculty Space Assignment Guidelines

There is no entitlement to office space that accompanies emeritus status. However, if space is available and an individual's activities justify it, the space assignment for emeritus faculty should use the following criteria:

- If the individual is actively involved in official activities of the University, space should be provided if available. Active is defined as contributing a significant amount to on-campus teaching, advising, or research/scholarly productivity.
- The portion of office space allocated should be proportional to the contribution to the department's mission. Shared offices would be the norm for emeritus faculty members maintaining less than full time involvement and contribution.
- If an emeritus faculty member's appointment or contribution is less than .25 FTE per week, no office space should be provided. For all other types of space usually assigned to a faculty member (research labs, animal quarters, etc.) the above criteria should apply.

The assignment of emeritus faculty offices will be made at the division level. At any time, these offices may be considered by the University Space Committee for another unit.

Non-UNLV Employee Space Assignment Guidelines

Any assignments of space to non-UNLV entities must be requested through the University Space Committee. Once approved, any agreements must be approved by the Offices of General Counsel and Real Estate.

Exceptions

Exceptions to these practices should be rare and will be reviewed by the University Space Committee when needed.