Department of Medicine  
Office Space Assignment Principles  
FY16

GOALS

• Department-wide consistency regarding office assignments
• No more than one private office on campus (touchdown/shared space elsewhere)
• Utilization of vacant space whenever possible (unless tied to a faculty recruit with a bonafide offer letter). Otherwise the space should be reassigned to other DOM Divisions in need or released back to Med School.
• Shared, flexible space in larger offices (over 200 SF)
• Maximum productivity and efficiency in assigned space

PRINCIPLES/PRIORITY

Proposed principles for assigning private or shared offices and cubicles / touchdown space to faculty and staff are listed below (in priority order). Within each category space could be assigned according to function (i.e, if in clinic 75% of the time, perhaps faculty can share), seniority (length of service), and rank/title (both faculty and staff). Exceptions are expected based on disparities in location, and quality / quantity of space.

1. Full Time Faculty (based on function, i.e., administrative, academic, clinical)
2. Senior Administrative Staff (management)
3. Research (including nurses) and Admin staff (if needed for private data)
4. Fellows and Post Docs
5. Part-time & Emeritus faculty (by function, i.e., academic, clinical, research)
6. Part-time Staff (any)
7. Clinical Nurses/PAs (office space MUST be on FV/UMP Lease or subject to reassignment for academic purposes)
8. Students
9. Volunteers / Visitors / Guests

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