


Name of Policy: <u>College of Medicine & Life Sciences: Academic Office Space Allocation</u>		 <p>Revision date: October 11, 2019</p> <p>Original Effective date: July 1, 2016</p>	
Policy Number: 3364-81-01			
Approving Officer: Dean, College of Medicine & Life Sciences			
Responsible Agent: Dean, College of Medicine & Life Sciences			
Scope: UT College of Medicine & Life Sciences - All Departments			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Purpose

The purpose of this policy is to establish guidelines for the assignment of academic office space to faculty and staff in the College of Medicine & Life Sciences.

(B) Policy

(1) Faculty

Full Professors, faculty who use their offices to conduct direct patient care activity, and faculty with significant administrative roles (including residency program directors and student clerkship directors) will be assigned a dedicated private office when such space is available.

Associate and Assistant Professors will be assigned dedicated workstations in shared private offices (when such space is available) or dedicated workstations in an open office environment.

Clinically-focused faculty (including, but not limited to, Hospitalists) will be assigned dedicated workstations in shared private offices or dedicated workstations in an open office environment.

Emeritus full professors must have a greater than .5 FTE appointment in order to be eligible for a dedicated private office, when such space is available.

Visiting full professors must have a greater than .5 FTE appointment in order to be eligible for a dedicated private office, when such space is available.

Part-time faculty - This policy is applicable to part-time faculty on the same basis as full-time faculty. However, part-time professors must have a greater than .5 FTE appointment in order to be eligible for a dedicated private office, when such space is available.

(2) Staff

Department administrators with a greater than .5 FTE appointment will be assigned a dedicated private office space, when such space is available.

(C) Implementation

This policy will be implemented upon the move of departments to the academic medical center at the Toledo Hospital or Toledo Children's Hospital, or upon the move of departments within facilities at the UT Health Science Campus.

<p>Approved by:</p> <p><u>/s/</u> Christopher J. Cooper, M.D. Executive Vice President for Clinical Affairs and Dean for the College of Medicine and Life Sciences</p> <p><u>October 11, 2019</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>COM Executive Committee</i> <i>Senior Associate Dean for Clinical Affiliation</i> <i>Senior Associate Dean for Administration & Finance</i> <i>Director of Campus Planning and Design, SLT</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: July 1, 2016</p> <p>Review/Revision date: 8/39/19 (review), 10/11/19</p> <p>Next Review date: October 11, 2022 (three years from most recent revision/review date)</p>
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