LBC PROTOCOL FOR ALLOCATION OF UNOCCUPIED FACULTY OFFICES

A strength of the LBC curriculum is its integration of HPS and STEM substantive content and skills development. Perhaps just as important for the LBC community is the intentional mixture of HPS and STEM faculty offices throughout Holmes Hall; this arrangement facilitates interdisciplinarity and innovations in teaching and learning. Also important is the mixture of junior and senior faculty offices; this arrangement facilitates institutional memory, cross-pollination of ideas, and informal mentoring.

This protocol establishes a formal process through which unoccupied office space will be allocated within LBC. Its objectives are to: (a) preserve the mixture of HPS and STEM faculty offices throughout the building; (b) preserve the mixture of junior and senior faculty offices throughout the building; and (c) offer a transparent, seniority-based selection process.

Two Caveats
1. Existing office arrangements are grandfathered in. For example, no one will be required to move on the grounds that their current office violates guiding principles 1 and 2 below. Nor will anyone normally be required to move if they are satisfied with their existing office (which will be considered occupied).
2. On rare occasions, the Dean’s Office may need to require an unrequested move for specific programmatic or logistical reasons. The Dean will first consult with BAC on such occasions.

Guiding Principles to Preserve LBC Priorities
Rule 1: Generally, no more than two HPS or two STEM faculty offices shall be placed side-by-side.
Rule 2: Generally, no more than three junior or two senior faculty offices shall be placed side-by-side. (This rule will need to be revised as junior faculty get tenure over the years.)

The Selection Process
1. The Dean’s Office will tell the entire LBC faculty about the unoccupied office space that is available.
2. The Dean’s Office will survey all LBC faculty members to identify which faculty want to move to a different office and which faculty do not want to move.
   A. Faculty who want to move to a different office are interested faculty.
   B. All unoccupied offices and those offices belonging to interested faculty are in play.
3. The Dean’s Office will create and make public the seniority-based selection order of interested faculty. The selection order will be created by the following rules:
   A. Interested faculty at the full professor level will select first, followed by interested faculty at the tenured associate, untenured associate, assistant, continuing-status teaching specialist, and then fixed-term faculty/specialist levels respectively.
   B. Within each level, the number of years each faculty member has been in LBC and their appointment fraction in LBC will determine selection order. Order proceeds from most years to least years; appointment fraction within LBC (highest to lowest) will be used as a tie-breaker.
   C. When faculty members at the same level and appointment fraction have been in LBC for the same number of years, then a random number generator will decide the selection order.
   D. A group of faculty who share one LBC office (due to appointment fraction) are treated as a single individual whose rank is that of the most senior group member.
4. The Dean’s Office will administer a survey to all interested faculty asking them to rank their top five choices among all offices in play.
5. Following the selection order to completion, the Dean’s Office will work down the preferences of each respective faculty member to identify his/her highest available preference that does not violate rules 1 and 2 above.
   A. The respective faculty member will have the opportunity to accept or reject the offer.
      1. Upon rejection, the Dean’s Office will move on to the faculty member’s next highest preference.
      2. Upon acceptance, the Dean’s Office will move on to the next faculty member in the selection order.

Approved by the Dean and BAC on March 2, 2011.
© Lyman Briggs College