

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

- Existing office arrangements are grandfathered in. For example, no one will be required to move on the grounds that their current office violates the guiding principles below. Nor will anyone normally be required to move if they are satisfied with their existing office.
- 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:

- Generally, no more than two HPS or two STEM faculty offices shall be placed side-by-side.
- 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 create a seniority-based selection order of current faculty. The selection order will be created using the following procedure:
 - A. Faculty will first be ordered by their current rank based on the following hierarchy:
 - Professor or Senior Academic Specialist
 - Associate Professor with Tenure or Academic Specialist Continuing Status
 - Associate Professor without Tenure
 - Assistant Professor or Academic Specialist Continuing System
 - Fixed term faculty and academic staff, regardless of rank, are typically assigned available offices and are therefore not part of this process.
 - B. Within each rank, faculty will be ordered first by the number of years they have been in rank, then their percentage appointment in LBC, and finally by the cumulative number of years they have employed in any rank or position in LBC.

- C. Any remaining ties will be broken by a mechanical random number generator, which will be run once each year it is needed.
 - D. A group of faculty who share one LBC office are treated as a single individual whose rank is that of the most senior group member.
2. When one or more offices become available, the Dean's Office will begin with careful consideration of the Guiding Principles and then follow the selection order described in Item 1 to identify the appropriate individual faculty members who should be contacted regarding each of those offices. The Dean's Office should contact individual faculty in order of seniority to assess their interest in moving. If someone accepts an offer to change offices, their old office will immediately be added into the pool of available offices and the Dean's Office will reassess whom to contact next in light of the Guiding Principles and the selection order described in Item 1.

Approved by the Dean and BAC
On 2017-1-27