

**Emory College of Arts and Sciences -- Guidelines on Space Use**  
January 2010

Space is always a constrained resource on the Emory campus, as it is on most university campuses. To guide decision making and distribute resources equitably, the College has developed the following guidelines on space use and assignment.

- Faculty who are not using their on-campus office during leave periods may be required to allow others to use that space.
- Faculty should be allocated one office, even if they hold multiple positions. If they assume an additional position, one office may be used by temporary, visiting, or adjunct faculty. For example, when there exists a designated chair's office, the faculty member who is chair may need to either move out of their faculty office or allow others to use that space.
- Faculty who are retired and not teaching should give up their office, at the department's discretion.
- Temporary, visiting, and adjunct faculty, as well as fellows, may need to use shared desks and/or offices.
- Graduate students, including those with teaching posts, may not be assigned space or may need to use shared space rather than be assigned individual desks or offices.
- Student workers should not be assigned space and should work within the administrative suite.
- Department conference rooms should be used for classes when possible. Conference rooms should be scheduled using Resource 25.
- At times, departments move staff members into offices originally designated for faculty. When space becomes tight, departments should be aware that the staff member will need to move back into the central administrative suite.
- Activities that do not require frequent contact with students will be moved to the Briarcliff campus.

We appreciate your taking these guidelines seriously.