Department Procedures for Assignment of Sign-Out Space

(Discussed in the Departmental meeting February 27, 2014)

Sign-out rooms for TA “office hours”: To avoid disturbing roommates or lab work, many TAs prefer meeting their students outside their usual office space. There are 2 small offices that are available for sign-out for this purpose: PY0-039-3, and 4. TAs who wish to use one of these rooms should reserve it for the semester at the Psychology Dept. reception desk (PY-146).

Sign-out rooms for research: The Dept. has a small number of rooms that can be assigned to faculty members for a limited period to conduct a research project that cannot be completed in their laboratory (see list on the Dept. website). A call for expected extra-space needs will be sent out annually around mid-April, asking faculty members to consider their needs for the coming year. An interested faculty member will then send a request for sign-out space to the chair of the Space Committee, detailing the need for space, the expected period of time the space would be needed, and if it needs to be exclusively reserved or could be shared with other users (i.e., time blocks reservation). The chair of the Space Committee, together with the faculty member, will identify the appropriate space, and following approval by the Space Committee, it will be signed-out to the faculty member for the period requested (exclusively or in time blocks).

In the case of a very long-term space need (more than one year), the faculty member has to send a request for renewal every year, at the same time new requests are discussed. It is important to note that sign-out spaces cannot be renewed indefinitely. Finally, the annual call for expected extra-space needs does not exclude the possibility of faculty requesting sign-out space at other times.