Department Procedures for Assignment of Office Space

(Discussed in the Departmental meeting February 27, 2014)

Faculty members: Offices are normally assigned to faculty members on the basis of seniority (regardless of rank), that is, on the basis of the number of years of service in this department. First choice of available offices goes to the faculty member with the longest seniority. When new offices become available (e.g., because of retirement or the acquisition of new space), all faculty members wishing to change office location are asked to identify themselves. Then the members of this group are given the opportunity to select a new office, in turn, in order of seniority. These procedures apply only to full time tenure track faculty and Extended Term Appointments (not to Limited Term Appointments or to part time faculty, or to retired faculty).

Graduate students: Graduate students are assigned desk space annually in rooms set aside for this purpose. Typically there are 3-8 students in a room. Normally, it is preferred that students from different labs share the same office to optimize the opportunities for students to get to know each other. Each fall, desks will be assigned as follows: in the first instance, students within normal residence (MA 1, 2, PhD, 1, 2, 3) are entitled to desk space. Psychology students within normal residence have first priority, and students from the INDI (individualized) Program (formerly SIP-Special Individualized Program) and the Humanities PhD (graduate interdisciplinary studies) with a principal supervisor from Psychology have second priority. Once these two groups have been assigned desk space, other students are accommodated as long as space is available. In order to optimize the use of available office space, students who previously have not been allotted a space and are eligible for a desk (see above), should request a space in the fall (before September 15) by contacting the Chair of the Space Committee. Students who already have an assigned desk space from the department’s office space pool must request to continue using that space (or request a new desk space by the same deadline). Transfer of desk spaces and room keys between students without informing the Space Committee is not allowed.

Postdoctoral fellows and visiting scholars: On a limited basis, because of general space restrictions, postdoctoral fellows and visiting scholars may be assigned office space. Normally, such assignments are two to an office. If such individuals are hosted by one of the research centres, it is the Centre's responsibility in the first instance to find office space within its own resources; if none can be found then the Centre may ask the Department for office space. In some cases it may be necessary for the hosting Centre to purchase a telephone for the office and to pay for the monthly charges (often arranged through frais indirects).