

## **Faculty of Social Sciences Room Allocation Policy**

At the Standing Committee Meeting held on July 27, 2012 a policy on the allocation of rooms for the Faculty of Social Sciences was updated as set out below.

Rooms under the control of the Faculty of Social Sciences are ultimately the responsibility of the Dean. As such the final decision on the allocation of rooms rests with the Dean. Whereas different departments and units have traditionally occupied specific spaces within the Faculty, circumstances may require that there is a change in the general location of a particular department or unit or the use of a particular room or other Faculty space.

Where there is an excess of space there can be some flexibility in the application of the rooms policy but where resources are tight it will be necessary to apply the policy in a strict manner. As such, care should be taken not to over-allocate in a way that cause colleagues to develop a sense of entitlement beyond that which is authorized by the policy. Where colleagues are in a legacy position of over-allocation or who move into one, they should be officially informed of their situation.

Where departments or units wish to deviate from the policy this is to be done in consultation with the Dean. Deviation from the norms established would need to take into account issues relating to functions carried out by a member of staff especially as they relate to providing service to students.

The Faculty seeks to allocate rooms based on a clearly articulated policy which is based on principles applied across the board. It is recognized that this has not been so in the past as there have been ad hoc decisions that in some cases leave a legacy of inequity.

Only persons of the rank of Lecturer or above can normally expect to have an office of their own. Assistant Lecturers, Instructors and Teaching Assistants are normally expected to share offices. Whereas there provision is to be made for part time staff, Graduate Assistants and Tutors, none of these persons are entitled to be allocated individual unshared office spaces.

Offices in the Faculty vary widely in sizes so that the larger offices such as those in the three story building and the Faculty Office block are often best used as shared spaces.

Already, three of these have been converted into tutorial rooms and others may have to undergo the same fate in the future. The conversion of rooms shall be driven by the relative growth of staff and students.

Such rooms may be allocated to Heads of Departments, Professors or other senior colleagues. They should not normally be allocated to more junior colleagues as unshared spaces.

Care must be taken to ensure that when one member of staff leaves such a shared space that another is allocated as this is one of the ways in which anomalies can develop.

The Faculty norm is that staff members shall occupy only one office regardless of the position held. Where persons who become Heads of Department, Directors or Deans move into an official office, they are expected to vacate the office which they previously occupied.

Where members of staff are granted extended leave especially where this goes beyond a year and/or the members of staff are to be stationed abroad, the members of staff shall normally be called upon by the Head to relinquish the use of their office or at minimum to share it with their teaching replacement. Where members of staff are to share the use of their office the Faculty will seek to provide assistance to ensure the safety of any material left behind.

Colleagues requiring space for specially funded projects would normally be required to make an appropriate contribution to the Faculty for the use of the space. Where no external funding is available space may be allocated at the discretion of the Dean.

Persons wishing to personalize their office space by changing the paint or making other adjustments must first consult the Administrator in the Faculty Office prior to taking any such actions. Any movement of furniture or fixtures shall be done in consultation with the Head of Department to ensure the integrity of the UWI asset management system. Any reconfiguration of office and other spaces shall be done in consultation with the Head and Dean. The final decision to allow for the personalization or reconfiguration of offices and other spaces rests with the Dean.

The allocation of space to administrative staff should not be of a higher standard than that allocated to academic staff. Care is to be taken to ensure that administrative staff space is allocated in an efficient and equitable manner.

In addition to offices, departments and units often have spaces for storage, meeting rooms and staff lounges. Not all departments and units have such additional spaces and not all of these spaces are of a comparable standard.

This reality as well as other issues relating to the overall space that each department or unit occupies requires attention. Some empirical work has been done to count rooms and measure space occupied by each department or unit. In order to refine the policy it would be necessary to complete the empirical analysis that has already been started.

Following the completion of such a study, it would be possible to consider the degree to which the departments and other units are equitably housed. This would complement the elements of the policy set out above which seeks to deal with the issue of allocation to individual members of staff.

Social Sciences Faculty Office  
July 2012