

## **College of Public Health Guidelines for Space Assignments in Cunz Hall**

### **Principles**

1. All space belongs to the College and not individual divisions, centers, work groups, faculty, or staff.
2. To the extent possible divisions, centers, and work groups are assigned contiguous space.
3. The College of Public Health followed the University's Space Allocation Guidelines in developing the Program of Requirements (POR) for the Cunz Hall project, though construction conditions may have necessitated an area that deviates from the guidelines. The space assignment in Cunz is dependent upon the role of that person and the space or facilities needed for that person to perform their job duties. These guidelines do not guarantee an employee will receive the specific type of office or square footage suggested by the University's Space Allocation Guidelines. For example, a person who spends most of their time in a laboratory setting may not be assigned an office comparable to someone who spends 100% of their time in an office setting.
4. It should be noted that daylight is important to all faculty and staff and the renovation of Cunz Hall increased the natural daylighting within all spaces in its design.

### **Types of Offices**

Private offices – There are 87 offices in Cunz Hall with lockable solid wood doors. These offices will be assigned to full-time faculty and some staff depending upon the need for privacy, job duties and availability.

Semi-private offices – These offices may be assigned to staff members requiring some privacy and security to conduct college business. These offices may be located within a suite or in shared space, and may or may not have an enclosed ceiling and lockable door. In some cases, staff will share an office depending on their job assignment.

Open plan, shared or hoteling spaces – These areas may be assigned to staff members, research scientists, GRAs, GAAs, GTAs, post-docs, doctoral students and other staff members where space efficiencies are important.

## Assignment Criteria

### Faculty offices

- Faculty with their primary appointment in Public Health will be assigned an office of the appropriate assignable square footage (ASF) regardless of rank. If the faculty member also holds an administrative position within the college, the higher ASF office assignment will typically take priority. Faculty members will only be assigned one primary office. As a general principle, the faculty member's needs and the intensity of their use of the office will be taken into consideration when assigning offices. Office space is subject to reassignment if needs or usage patterns change substantially during the academic year.
- Jointly funded faculty with their primary appointment in other units may be assigned office space on an as needed basis if space is available.
- Visiting faculty and lecturers may be assigned shared space during the semester(s) they are visiting or teaching, if available. Space will be made available for lecturers to hold office hours.
- Emeritus faculty who are actively teaching or providing service to the College throughout the academic year may be assigned space. This space may be a private office or shared space depending on the availability and needs.

### Staff offices

- Staff areas will be assigned based upon availability and nature of work to be performed.
- Some staff may be assigned an office with a door based upon their need for privacy or security in order to conduct business.

### Open-plan work stations

- Post-doctoral trainees and graduate associates (GTA, GRA, GAA) may be assigned individual space as long as they are funded by a research project and/or on the OSU payroll.
- Other student employees (on hourly wages) may be assigned shared space if appropriate.
- Some space may be shared among a number of students, temporary employees or lecturers.
- Doctoral students without funding may be assigned space based on need and availability.

### Wet Labs

Wet laboratory space belongs to the College and not to a division, center, work group, or faculty member. Wet lab space will be allocated and periodically reallocated as needed using the following guidelines.

- Faculty members with their primary appointment in CPH with funded research projects requiring wet laboratory space will be given priority.
- The amount of wet lab space will depend upon the nature of the work and requirements of the funded projects, including the % FTE required for the work.
- The teaching lab will not be assigned to a faculty member.

## Requests for new space and/or changes in office location

- Offices or shared spaces may be reassigned at any time if it is deemed necessary for the functionality of the work environment.
- Requests to move or requests for space for all new employees (including visiting faculty or other temporary employees) will be made in writing and submitted to the College Facilities email address (facilities@cph.osu.edu). A “Space Request Form” may be found on the CPH website <http://cph.osu.edu/facstaff/business-center/facilities>
  
- Requests for new space are to be submitted as soon as the need for space is known.
- Requests for space/office changes will be reviewed by a Space Committee comprised of the Dean, the Senior Associate Dean, the Associate Dean of Research, the Associate Dean for Community Outreach and Engagement, the Assistant Dean for Administration and Finance, and staffed by the Facilities Manager.
- Office moves should take place between terms, if possible. Extenuating circumstances may necessitate moves at other times during the year.
- Faculty members on authorized leaves will generally retain rights to their office during their leave period. However, if the Leave of Absence (LOA) extends beyond one year the faculty member may be asked to vacate the office during the leave period if the space is needed. A temporary replacement faculty or lecturer may be assigned the absent faculty member’s office for up to one year if there is no other space available.
- Faculty not returning to the College of Public Health for any reason should vacate their offices at the time specified by the Facilities Manager. A “move-out” date will be determined after consultation with the faculty member, the division chair and approval by the Space Committee
- Staff or students who resign should vacate their space on the date specified by the Facilities Manager, which will usually be their last day of work.
- Faculty, staff and students may not change their space assignments outside of this process.

Approved on September 2, 2015 by the CPH Space Committee

### Members:

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