



The Ohio State University at Newark and Central Ohio Technical College

Faculty Office Assignment Policy

(Revised – March 2021)

1. Unless otherwise designated, the Superintendent of Facilities shall administer this policy. A committee comprised of the Superintendent of Facilities, an OSUN faculty member, a COTC faculty member, and up to 3 staff members designated by the OSUN Dean/Director and the President of COTC, are entrusted with the charge of this policy. This committee will meet once each year during the office assignment period. Office bids occur once each year.
2. Faculty eligible to receive permanent offices are those designated as eligible by the Dean/Director of OSUN and the President of COTC at the time of assignments. Individuals holding temporary full-time faculty appointments at either institution may receive a single-person office if such space is available, but may also lose their office space if it is needed to house regular full-time faculty.
3. The person administering the assignment of faculty office space will notify all eligible faculty members of available office space before the end of April. Faculty members are responsible for submitting a request for a change of office space by the stated deadline in this communication.
4. Faculty office space will be assigned on the basis of accrued full-time service (based on service date) at the Newark campus for OSU faculty and at any campus for COTC faculty. If applicants have equal seniority, lots will be drawn in the presence of the space committee members to determine the assignment. The person designated to assign faculty office space shall notify the faculty as well as any administrative staff members who regularly communicate with that faculty member.
5. Offices assigned to faculty after the yearly, regular office assignment process is complete are assigned as temporary offices. These office assignments to vacant office space are made as vacancies occur. These temporary office assignments shall be relinquished by the faculty member and made available for general bidding at the next regular office assignment process. Members occupying temporary offices will be notified in advance when they need to bid on a permanent office. Individuals who are assigned to a temporary office are urged to bid on a permanent office the following year but will be permanently assigned to their current location if they do not bid on an office and no one else is assigned to their office through the normal bid process.
6. Faculty members on authorized leaves of absence up to one calendar year in length retain rights to office space that they occupy. After one year's time the space is forfeited. During the leave of absence, the space is subject to temporary assignment, usually to the absent faculty member's replacement.
7. A faculty member assigned to temporary administrative duty on the Newark campus for more than one semester may be required to vacate his or her faculty office. However, this person will retain the right to return to the original faculty office when the assignment has been completed.

8. Faculty offices in the John L. and Christine Warner Center will be assigned by the Dean/Director of OSUN. These offices consist of WC 239, WC 241, WC 243, WC 244, WC245, WC246, WC247, and WC249, WC251and WC253.
9. Any office can be designated as a double office to accommodate a need for faculty office space. First doubling shall occur in FH 2018, FH 2030, FH 2066 and FH 2078. In the case when a faculty member has occupied an office as a single office which then becomes a double office, the office will revert to the original single occupant at the first opportunity.
10. Faculty members who retire and continue to contribute to the mission of the campus are entitled to workspace (but not necessarily an office) if space is available. Space must be requested in writing to the COTC President or the OSUN Dean/Director.
11. COTC faculty who wish to appeal office assignments may do so through the COTC President in consultation with the COTC Faculty Council President. OSUN faculty who wish to appeal office assignments may do so through the OSUN Dean/Director in consultation with the Chair of the OSUN Faculty Assembly.
13. Faculty members who are relocating or no longer eligible for an office must vacate their office within 48 hours after graduation of the last teaching term (unless their new office assignment is not ready).

John M. Berry, PhD

John M. Berry, PhD.,
President, COTC

William L. MacDonald

William L. MacDonald, PhD.,
Dean/Director, OSUN