	<b>Title: Employee Office Assignments</b>	Review Frequency: Two Years	<b>Effective Date:</b> 9/8/2016
	<b>Document Category / Document Type Policy</b>	Doc Control #	CON-503
		Revision #	2

1. Purpose/Objectives.
  - 1.1. The purpose of this document is to outline the organizational policy for the assignment of office space to employees of the College of Nursing including faculty staff, and student employees.
2. Scope.
  - 2.1. This policy applies to all faculty, staff, instructors, graduate assistants/associates, and student employees at The University of New Mexico College of Nursing who are currently employed within the College and need office space on campus assigned to them in order to perform the required duties of their position.
3. Content.
  - 3.1. General Guidelines:
    - 3.1.1. The authority to allocate and reallocate office space within the College ultimately resides with the Dean or his/her designee.
    - 3.1.2. All faculty, staff, and student employees will be provided with a suitable working environment for the type of work they perform within the College
    - 3.1.3. Office space is a University property that will be allocated to a given Team/Department, as available, in a manner that best advances University and College of Nursing priorities. No Team/Department “owns” the space that has been allocated to it.
    - 3.1.4. Office space should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals.
    - 3.1.5. Office areas may be allocated to more than one Team/Department at which point the Team/Department Chairs are responsible for collaborating to define the needs of each Team/Department and make office assignments as appropriate.
    - 3.1.6. Existing office space should be used to its maximum functionality and efficiency.
    - 3.1.7. Shared office and open office arrangements are encouraged whenever possible to efficiently use limited space.
    - 3.1.8. Office space that has been allocated to a Team/Department can be reassigned to another Team/Department in response to College needs and priorities.
    - 3.1.9. Should a Team/Department Chair deem their assigned office space to be inadequate due to changes in staffing or the space does not substantially meet the functional needs of the Team/Department, the Team/Department Chair will work with Organizational Services and/or the Associate Dean for Academic Affairs to review requests and consider alternative space options with the college.
    - 3.1.10. Individual faculty, staff, graduate assistants/research assistants, or student employees may not be assigned or occupy more than one office space. Exceptions may be considered by the Dean on a case by case basis.
    - 3.1.11. Office assignments or reassignments for individuals will be coordinated through the employee’s direct supervisor or Team/Department Chair in conjunction with Organizational services.
    - 3.1.12. Office space may not be assigned to non-campus organizations without prior approval from the Dean and will not have priority over internal office space needs.
  - 3.2. Faculty and Instructor Office Space Guidelines:

- 3.2.1. College of Nursing faculty members are assigned an office by their Team/Department Chair in coordination with Organizational Services.
- 3.2.2. Office space is assigned based upon academic rank, seniority, and efficient operations of Faculty Teams and the College. Academic Rank is determined by the following matrix:

	<b>RANK</b>		
<b>Tier</b>	<b>Tenured/Tenure Track</b>	<b>Clinical Educator</b>	<b>Clinical Lecturer</b>
IV	Professor	Professor	-----
III	Associate Professor	Associate Professor	Principal Lecturer
II	Assistant Professor	Assistant Professor	Senior Lecturer
I	-----	Instructor	Lecturer

- 3.2.3. Within each Tier, faculty members are ranked by seniority at the UNM College of Nursing. Seniority is based on years of current, continuous service at the UNM College of Nursing in a regular or visiting faculty position. See Appendix 1 for a sample matrix, priority sequence and scenarios.
- 3.2.4. Window offices are typically reserved for senior faculty members (Associate Professor or Professor), but may be assigned to more junior faculty if space permits.
- 3.2.5. Doctorally-prepared faculty will have preference for private office assignments. Teaching assistant/associates and graduate assistants/associates will be assigned a cubicle or a shared office space if available and not occupied by a full-time faculty or staff member.
- 3.2.6. Current faculty members may request reassignment to a vacant office. Should a window office not be vacant on the effective date of the faculty member's promotion, the request will be held until a window office becomes available through attrition, and the faculty member may then move to the window office subject to concurrence of his/her Team/Department Chair and Organizational Services.
- 3.2.7. Newly hired faculty members will be provided with an office that is adequate in order to successfully complete their duties. While faculty may be hired by the College at various ranks, office assignments for faculty will follow both tier and seniority terms as outlined above and explained in appendix 1.
- 3.2.8. Faculty who are in a window office may not move to another window office if a faculty member meeting criteria is in an interior office and requests a window.
- 3.2.9. Faculty may not move more than once to a window office without Chair or designee approval.
- 3.2.10. Faculty who are serving in permanent administrative roles and occupy offices in the administrative suite on the first floor of the College's main building will not be assigned another office space with the exception of the Dean who may be assigned an office at 1650 University.
- 3.2.11. Faculty who are serving in interim administrative roles and occupy offices in the administrative suite of the first floor of the College's main building may maintain his/her prior faculty office until he/she returns to the faculty or is permanently hired in the administrative position at which point he/she must forfeit the faculty office in favor of their administrative office.
- 3.2.12. Faculty who are serving in permanent administrative roles occupying an office in administrative suite of the College's main building who are returning to the faculty must request reassignment to a vacant faculty office upon returning to a regular faculty position. The faculty member should coordinate with his/her Supervisor/Department chair along with Organizational Services to identify an appropriate office space and follow all other guidelines outlined in this policy.

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- 3.2.13. Emerita/us/retired faculty may not retain their current office space, but may be provided shared office space as available if the faculty member remains engaged with the College (active emeritus, 25% per contract, or TPT).
- 3.2.14. Emerita/us faculty should coordinate their assignment of shared office space with their supervisor/department chair along with Organizational Services within one semester of their official retirement date unless hiring/space needs necessitate utilizing their current office space sooner.
- 3.2.15. Part-time and Visiting Faculty should be assigned a cubicle or shared office space within his/her Department.
- 3.3. Staff Office Space Guidelines:
- 3.3.1. Staff will be assigned offices by their Team/Department chair or direct supervisor in coordination with Organizational Services.
- 3.3.2. Full-time staff who supervise other staff, have access to FERPA, HIPAA, or other sensitive personal information, or provide employee or student advising as a core component of their position should be provided a private office whenever possible.
- 3.3.3. Private offices will be assigned to staff as available based on job grade, seniority, and full-time status. UNM job grades range lowest to highest from Grade 2 to Grade 20. Information on job grade/staff salary structure can be found online: <https://hr.unm.edu/compensation-guidelines-staff-employees>
- 3.3.4. Administrative and support staff who do not manage other staff or provide staff or student advising as a core component of their position or who are part-time will be provided a shared office or cubicle, but may be provided a private office as job duties dictate and space allows.
- 3.3.5. Whenever possible, staff who are assigned office space in a shared office or cubicle will be matched up with other staff with the following priorities in mind:
- 3.3.5.1. Within the staff members' current Team/Department
- 3.3.5.2. Similar job title/job grades
- 3.3.5.3. Similar responsibilities/workflow
- 3.3.6. Staff will be assigned office space either private, shared, or cubicle in close proximity to his/her supervisor as duties, space availability, and supervisor preference dictates.
- 3.3.7. Staff may request reassignment to a vacant office within his/her Team/Department's allocated office space by working with his/her supervisor and Team/Department Chair. Any approved moves will be coordinated with Organizational Services.
- 3.4. Student Employee Office Guidelines:
- 3.4.1. Teaching Assistants/Associates, Research Assistants/Associates, and Graduate Assistants/Associates, should be assigned a cubicle or shared office space within his/her Team/Department.
- 3.4.2. On-campus doctoral candidates who are not employed by the College or University, but are working on their dissertation may be assigned a cubicle or shared office space with their Team/Department pending available space.
- 3.4.3. Student employees including undergraduate teaching assistants, tutors, administrative assistants, or work-study employees will be provided a cubicle or workstation within close proximity of their supervising manager.
- 3.4.4. Multiple student employees may be assigned to the same workstation should space needs require. The hiring manager(s) and the student employees must coordinate work schedules in order to accommodate shared work space needs.

## 4. Responsibilities.

<b>RESPONSIBILITIES</b>	
<b>Position/Title/Group</b>	<b>Requirements/Expectations/Duties</b>
Organizational Services	Responsible for determining faculty seniority as specified within this policy and for maintaining a waitlist for preferred office space (window offices, private offices, etc.) and making these records available upon request to the Department Chairs and the Associate Deans. Responsible for maintaining office space inventory reports recording all office space allocations.
Team/Department Chairs/Supervisors	Responsible for communicating office needs and preferences with Organizational Services and enforcing this policy with their Departments. Responsible for verifying with Organizational Services a complete record of space allocations within his/her Department on an annual basis.
Org Services & Team/Department Chair, or administrator designated by the Dean	Responsible for periodic evaluation of office space allocation to insure that all office space is being used to maximum functionality and efficiency.

## 5. Records Applicability/Retention

- 5.1. Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq.

## 6. External Reference(s).

6.1.

## 7. Internal Reference(s).

- 7.1. UNM Policy 5200 Allocation & Assignment of Space <https://policy.unm.edu/university-policies/5000/5200.html>
- 7.2. UNM Planning and Campus Development's "Office Space Guidelines"

## 8. Definitions.

- 8.1. Active Emerita/Emeritus Faculty: A retired faculty member with emerita/emeritus status who is actively engaged in the business of the College of Nursing (25% contract or TPT).
- 8.2. Full-time Employee: Per UNM Policy 3200: Employee Classification, Full-time employees are normally scheduled to work at least forty (40) hours per week.
- 8.3. Office Space: A designated space for an employee to work that may be a private office, shared office, cubicle, or other work station.
- 8.4. Student Employee: An employee of the College whose primary role is to be a student. He/she may be employed in a variety of capacities including federal or state funded work-study positions, teaching assistance/associates, research assistants/associates, etc.

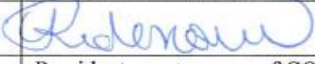
## 9. Key Words.

- 9.1. Office assignments, faculty, staff, student

## 10. Attachments.

- 10.1. Appendix 1: Faculty Sample Matrix and Sequence of Sample Matrix

## 11. Approval Authority.

Item	Contact	Date	Approval
<b>Owner</b>	CON Faculty		Y
	CON Administration		Y
	Other: Click here to enter text.		
<b>Consultant(s)</b>	CON Senior Faculty, CON Tenured Faculty, or CON Leadership Team/ Department	8/22/2016	Y
<b>Committee(s)</b>	CON Faculty Affairs Committee	8/08/2016	Y
	Staff Council	5/10/2016	Y
	Other:		
<b>Legal (if applicable)</b>			
<b>Official Approver</b>	Nancy Ridenour, Dean, College of Nursing		Y
<b>Official Signature</b>		8/10/2016	
<b>2<sup>nd</sup> Approver (Optional)</b>	President <i>pro tempore</i> of CON Faculty	Click here to enter a date.	
<b>Signature</b>		Click here to enter a date.	
<b>CON Faculty Approval:</b>		Click here to enter a date.	
<b>Effective Date:</b>		9/8/2016	
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## 12. Document History.

HISTORY LOG				
Date and Date Type: (Specify: Origination, Effective or Retired Date) In addition: Add <b>Review Date</b> when Effective Date does not change due to no major updates.	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
<b>Origination Date:</b> 9/15/2011	1	<b>Employee Office Assignments</b>	<b>New Document</b>	
<b>Review Date:</b> 8/22/2016 <b>Effective Date:</b> 9/8/2016	2	<b>Employee Office Assignments</b>	This policy is an update to the Faculty Office Assignment Policy to clarify office assignments and to include staff and student employee office assignments	Dean, Nancy Ridenour
6/24/2020	3	<b>Employee Office Assignments</b>	Transferred Policy #9.1.1 content to revised HSC policy template and numbering system to #CON 503.	

## Attachment

## SAMPLE MATRIX

FACULTY TYPE			
Tier	Tenured/Tenure Track	Clinical Educator	Clinical Lecturer
IV	Professor B (27) Professor A (6)	Professor D (10) Professor C (7)	-----
III	Associate Professor A (8) Associate Professor B (6)	Associate Professor C (12) Associate Professor D (7)	Lecturer 3B (14) Lecturer 3A (9)
II	Assistant Professor A (2) Assistant Professor V (1)	Assistant Professor C (5) Assistant Professor D (4)	Lecturer 2A (15) Lecturer 2B (8)
I	-----	-----	Lecturer 1B (15) Lecturer 1A (12)

(#) = Number of current years as a regular and/or visiting faculty member at The University of New Mexico College of Nursing.

## Priority Sequence of Sample Matrix

1. Professor B	2. Professor D
3. Professor C	4. Professor A
5. Lecturer 3B	6. Associate Professor C
7. Lecturer 3A	8. Associate Professor A
9. Associate Professor D	10. Associate Professor B
11. Lecturer 2A	12. Lecturer 2B
13. Assistant Professor C	14. Assistant Professor D
15. Assistant Professor A	16. Assistant Professor B
17. Lecturer 1B	18. Lecturer 1A