RECOMMENDATIONS OF THE BUILDINGS AND SPACE UTILIZATION COMMITTEE
CONCERNING GENERAL POLICY STATEMENTS

The Committee on Buildings and Space Utilization recommends that the Faculty adopt the following general policy statements:

1) In the assignment of space, university needs and functions should be given the following order of priority: a) teaching, b) research, c) higher administration (Provost, Vice Provost, Deans and Directors), d) faculty offices, e) administration other than "c" above, f) non-academic student activities.

2) As a general policy, each full-time faculty member should be assigned to only one desk on one campus. Deviations from this policy should be permitted only in exceptional cases by the proper administrative authorities.

3) In the assignment of faculty office space, special consideration should be given to the establishment of departmental offices for chairmen of departments and departmental secretaries. Priority should be given to the largest departments. Arrangements should be made for private offices for departmental chairman.

4) Requests for space should be routed from departmental chairmen to the appropriate dean or director and from him to the Vice Provost. A copy of the original request should be sent to the Committee on Buildings and Space Utilization for information.

BUILDINGS AND SPACE UTILIZATION COMMITTEE:

A. Becker, Chairman
R. Brumblay
W. Christman
E. Kerr, Secretary
D. Potterveld
J. Trover, ex-officio