

Policy on the Provision of Office Space

Whenever possible, the College will provide a private office to all regular and temporary faculty instructors who are teaching courses to students enrolled at Indiana State University. These office spaces are intended to provide places to meet with students and work privately. An office that has been allocated to any other individual, including an emeritus faculty member, is allocated for the following purposes (in priority order): 1. teaching and/or working directly with enrolled students, 2. engaging in research or other scholarly or creative activity on behalf of the university (e.g., grant-supported activities). Beyond these two priority purposes, emeriti faculty (or other individuals) will be permitted to retain their offices or assigned new offices as long as space permits and they use them on a regular basis. Before an office is granted for any purpose, it must be cleared with the Department Chair.