

School of Mechanical Engineering Faculty Office Assignment Guidelines July 15, 2020

General Information:

This document is a guideline to describe how Purdue/ME will implement the University Office space planning policy for Faculty office assignments. It is the goal for this guideline to ensure the School of ME maintains compliance with University planning policies. In doing so, the School is working to ensure each ME Faculty member has sufficient office space to meet their needs for research, collaboration, and instruction while also ensuring space utilization is optimized for the School and University as a whole.

Purdue Office Standards-July 2013 revision specifies that a primary office be designated for each Faculty member/Administrator. Secondary and tertiary offices may be considered for Faculty/Administrators with major job responsibilities beyond a reasonable walking distance defined as 15 minutes walking time (3600 ft). These secondary or tertiary offices are to be shared offices designed for at least (2) people. For the purposes of ME, we will consider Herrick Labs, Discovery Park, and Zucrow labs to be outside the walking threshold when compared to the ME Building.

General Guidelines:

Each individual who wishes to have office space in the ME Building will have one primary office as determined by the School. This primary office may or may not be in the ME Building. Any office space above and beyond the primary office that may be granted will be a secondary shared office.

Faculty members who are based entirely in the ME Building will have a primary office in the ME Building. It is the goal to provide quality office space to the primary users of the ME Building.

Faculty members, who are primarily conducting their research in facilities such as Herrick, Zucrow, Kepner, Discovery Park, or other University buildings, may have a primary office in a location other than the ME Building. A secondary office may be provided in either the ME Building or the remote lab(s) as appropriate if the walking distance threshold is met.

Office Spaces in ME:

Each faculty office in ME will be classified in desirability as it relates to size, location, and window views and placed into one of three categories. These categories are: Premium office, Prime exterior view, and other offices. Specific office assignments and office classifications are at the discretion of the head of the school.

The 'Premium' offices are assigned at the sole discretion of the Head. The 'Prime exterior view' offices will be prioritized for use by School leadership, Distinguished or Named Faculty, and Full Professors as primary offices.

In addition to the primary classifications, each office space will be evaluated as to whether it is suitable for use as a primary office only or whether it can be used as a secondary shared office.

Optimal Usage when Office Vacancies Exist:

At times, there may be vacancies in the office spaces assigned to the School. During these times, faculty members may be granted access to these spaces and may appear to have multiple 'primary' exclusive use offices. This is merely a convenience offered to the individuals based on current availability and should not be regarded as permanent or a longstanding commitment. As needs change with time, office users may be forced to fully comply with this policy regarding a single primary office and shared secondary offices.