



University of Colorado
Colorado Springs

UCCS CAMPUS POLICY

Policy Title: Assignment of Academic Office Space

Policy Number: 200-024

Policy Functional Area: ACADEMIC

Effective:

July 23, 2025

Approved by:

Jennifer Sobanet, Chancellor

A handwritten signature in black ink, appearing to read "Jennifer Sobanet", is written over the printed name.

Responsible Vice Chancellor:

Vice Chancellor for Academic Affairs (VCAA)

Office of Primary Responsibility:

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Supersedes:

October 27, 2015

Last Reviewed/Updated:

July 23, 2025

Applies to:

Administration and Faculty

Reason for Policy: This policy addresses the assignment of academic office space at the University of Colorado Colorado Springs (UCCS).

I. INTRODUCTION

This policy is subordinate to UCCS Policy 400-001 (Scheduling and Use of University Facilities and Physical Space) and UCCS Policy 400-006 (Campus Space Management).

II. POLICY STATEMENT

A. University Property

All University space, regardless of funding source or location, is subject to assignment and reassignment at any time by the University in order to meet the University's overall needs, as decided pursuant to UCCS Policies 400-001 and 400-006.

B. Space Blocks to Deans

At the University's discretion, the University may assign blocks of space to the Dean of a college, and allocation of space within the block(s) shall be at the discretion of the Dean or the Dean's designee. The University may reassign or change such space blocks allocated to a Dean based on changing needs and priorities. Any reassignment of space shall consider input from affected Deans.

C. Suitable Space

1. All full-time (100% or 1 FTE appointment) faculty, University and classified staff, and student assistants within a college shall be assigned suitable office or work space to carry out their responsibilities. Suitability will be determined by the Dean or Dean's designee and may be defined in a variety of ways. For example, suitable space may be located in or adjacent to a laboratory; in or adjacent to a clinic or other clinical facility; in or adjacent to a studio or other space designated for creative endeavors; on or off campus; or otherwise situated, and all at the discretion of the Dean or Dean's designee.
2. Full-time and part-time remote or hybrid faculty or academic staff may be assigned suitable space in order to carry out their responsibilities, including but not limited to, private or shared office, office hoteling, and collaborative spaces. If a remote or hybrid faculty or academic staff is not utilizing an office, the Dean, in consultation with the faculty or staff, may determine that the space be reassigned.

D. Space Priority

Prior to the anticipated hiring of any faculty, college (or academic) staff or student employees, a suitable space, assigned according to the following policy, shall be identified and committed. Hiring processes should not proceed until such space arrangements have been made and documented. Individuals delegated with responsibility for assigning space will follow a priority process described below, depending on current space availability, size, and utilization:

1. Full-time tenured, tenure track, and Instructional, Research, and Clinical (IRC) faculty shall be assigned a private office. There may be, however, circumstances in which full-time faculty may be assigned shared office space depending on space availability, job responsibilities, office hour schedules, and utilization.
2. Full-time University and classified staff within a college shall be assigned a private office space. There may be, however, circumstances in which staff may be assigned shared office space depending on space availability, job responsibilities, office hour schedules, and utilization.
3. Faculty holding less than a full-time appointment (e.g., lecturers, post-doctoral fellows) and student employees (e.g., student assistants) will typically share office space. If sufficient space is available to accommodate all full-time faculty and meet all other academic office space needs, a private office may be assigned to part-time faculty or student employees, at the Dean's discretion.

E. One Office

Recognizing the limited amount of space available, faculty and academic staff shall not be assigned more than one office.

1. In instances where faculty are jointly appointed and provide services in more than one department or unit, the faculty member, in conjunction with the various units and colleges, should be assigned one primary office. Departments or units that are not providing the primary office may provide suitable space for the faculty member. This would typically consist of an office or workspace to be shared with other similarly situated faculty.
2. Academic staff with an appointment to more than one department are expected to be assigned one primary office.

- F. Depending on their contribution to the unit, college, or university, emeriti, adjunct, and visiting faculty may be assigned an office or work space as determined by the Dean, or, in some cases, another appropriate University administrator or designee. In most instances, recognizing the limitation of space and within the context of the above criteria, productive emeriti faculty may share space with other faculty.
- G. Faculty who enter into a phased retirement contract may maintain their office as long as they maintain at least a 50% appointment.
- H. In order to encourage visiting faculty and faculty exchanges, the Dean shall determine appropriate office space for visitors. For example, faculty on sabbatical and away from the University may be required temporarily to vacate an office or provide space to accommodate a visitor or exchange faculty.
- I. Storage: Space that qualifies as office space may not be used for storage. Space that qualifies as office space includes two or more of the following:
 - 1. A window
 - 2. Data ports
 - 3. Electrical outlets

III. KEY WORDS

- A. **Academic Office Space:** a subset of academic space designated for faculty, academic staff, and student employees to support their teaching, research, advising, and administrative responsibilities. These spaces are primarily used for activities directly related to UCCS' educational mission, including course preparation, student meetings, research, and scholarly work. Academic office space may include private offices, shared offices, collaborative workspaces, and hybrid/hoteling spaces as assigned by the Dean or the Dean's designee.
- B. **Suitable Space:** office or workspace that enables faculty, academic staff, or student employees to effectively perform their assigned responsibilities. The determination of suitability is based on factors such as accessibility, privacy needs, proximity to relevant academic or research areas, and alignment with job functions. Suitable space may include traditional offices, shared offices, workspace adjacent to labs, studios, or clinics, as well as hybrid or flexible workspaces, as determined by the Dean or the Dean's designee.
- C. **Space Priority:** the hierarchy used to allocate academic office space based on employment status, institutional needs, and available resources.

IV. RELATED POLICIES

- A. [UCCS Policy 400-001 Scheduling and Use of University Facilities and Physical Space](#)
- B. [UCCS Policy 400-006 Campus Space Management](#)
- C. [UCCS Policy 300-004 Alternative Work Schedules & Locations](#)

V. HISTORY

Initial policy approval	October 27, 2015
Revised	July 23, 2025