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**Space Assignment/Use Policy for Anderson, Bloedel, and Winkenwerder**

Allocation and reallocations of space in the School of Environmental and Forest Sciences (SEFS) for Anderson, Bloedel, and Winkenwerder are considered by submitting a “Request for Space” form to the Facilities Coordinator at sefsbldg@uw.edu. The Director then reviews each request in consultation with the Facilities Coordinator, Associate Directors, and Administrator prior to making the final decision.

**General Guidelines**

* Space allocation recommendations should cause as little disruption as possible, including maintaining the primary built function of a space wherever possible (i.e., wet labs, classrooms).
* The Director must approve major alterations to any spaces. The costs and arrangement of payment for any physical modifications are the responsibility of the requesting occupant.
* Office space (private or shared) is allocated to *individuals*, with priority in descending order given to faculty, staff (including research scientists), postdocs, graduate students, visiting faculty scholars, and visiting students.
* Laboratory and other non-office spaces, including storage spaces, are shared spaces, although for operational purposes they are managed by an individual who is assigned by the Director. In the case of a laboratory that contains office spaces, or a shared space that contains offices and/or desks, the manager shall be given priority to assign them to individuals under their supervision (e.g., their graduate students). If new laboratory or shared space becomes available and could be assigned to more than one manager, the SEFS Director will consult with the Facilities Coordinator, Associate Directors, Administrator, and the potential managers to make a final determination.
* School-wide facilities, such as teaching laboratories, classrooms, computing spaces, community spaces, and conference spaces are not assigned.
* Each space is assigned a steward, who is the point person for questions about the space and is responsible for maintaining the space in compliance with safety codes, and schedules the use of the space as needed.
* Exceptions to these guidelines (e.g., relating to issues of access or safety) can be made by the Director on a case-by-case basis.

**Faculty**

Each *full-time faculty member* (prioritized by tenure, tenure-track, WOT, research) is entitled to the exclusive use of one office. When new office space becomes available, a general announcement will be made, and priority will be given in descending order to requests by tenured full professors, full teaching professors, full professors WOT, research full professors, tenured associate professors, associate teaching professors, associate professors WOT, research associate professors, tenure-track assistant professors, assistant teaching professors, assistant professors WOT, and research assistant professors. If multiple requests are made by faculty who cannot be discriminated using the above approach, then priority will be given first to the faculty member who has the longest appointment in SEFS, and second (if an additional tiebreaker is needed) to the faculty member with the closest lab space. A faculty member who is displaced from an office shall be granted right of first refusal to new office space in the affected building, with the prioritization outlined above being applied if multiple faculty members are displaced. A faculty member may decline the office and/or lab and may share space with others. *Part-time faculty members* may be asked to share spaces. Faculty holding appointments with no formal workload are normally not assigned office or laboratory space, which includes *affiliate, adjunct and retired faculty* (except for ‘40% faculty’ in their teaching quarters). At the request of a sponsoring faculty member, shared office space may be available to *visiting faculty and scholars*. Clustering of faculty by research interest is desirable. Short-term reductions in funding shall not cause a reduction in space. Contractual obligations are exempt from this faculty office space assignment protocol and shall be negotiated separately under the ’General Guidelines’ section

**Staff**

*Professional and classified staff* are assigned office space on the basis of the needs and requirements of their workload.

**Students**

The following properties apply:

1. Fully-funded graduate students over partially supported, unsupported, or self-supported students (including those with support from outside agencies or foreign governments)
2. Research assistants over teaching assistants
3. Graduate students over undergraduates

Click here to download a [REQUEST FOR SPACE](https://sefs.uw.edu/wp-content/uploads/sites/22/2024/09/SEFS-Request-For-Space-Form_2024Refresh.pdf) form.