

Psychology Department Space Policy

The Psychology Department will attempt to provide facilities for all of the University educational and research functions of members of the Department. It is the ethical responsibility of each member of the Department to efficiently use his or her assigned space and to notify the Department Head when any previously assigned space is no longer being fully exploited and to surrender this space for other uses.

Our educational and research needs for space may at times exceed the space available. When this occurs, space will be allocated according to the following priority system:

1. Tenure-track faculty (including faculty eligible for reduced tenure) will be assigned single large (~120 sq ft) offices.
2. Department staff will be assigned offices of size appropriate for the assigned functions.
3. Doctoral students and post-doctoral fellows on Department training grants will be assigned to shared (2-4 person) offices or small (<100 sq ft) offices.
4. All Masters students will be assigned to a single large office.
5. Retired faculty who are not eligible for reduced tenure will be assigned to small (<100 sq ft) or shared offices.
6. Space will be allocated for public use laboratory facilities (defined as laboratories available for use by any member of the Department on a publicly accessible sign-up system; reasonable priorities for use of this space may be established).
7. Tenure-track faculty on regular appointments will be assigned a minimum laboratory space (~330 sq ft; 3 laboratory rooms).
8. To comply with the commitments made to funding agencies, additional laboratory facilities will be assigned for funded faculty research not capable of being conducted within the assigned minimum laboratory space.
9. Additional laboratory facilities will be assigned for unfunded faculty research conducted by tenure track faculty (including faculty eligible for reduced tenure).
10. Laboratory facilities will be assigned for unfunded research conducted by non-tenure track faculty and other members of the Department.