

ADMINISTRATIVE DIVISION – BUSINESS AFFAIRS
POLICY NUMBER – BUSA 1.10
POLICY TITLE – SPACE GUIDELINES FOR FACULTY AND STAFF
SCOPE OF POLICY – USC UPSTATE
DATE OF REVISION – JULY 1, 2024
RESPONSIBLE OFFICER – SPACE UTILIZATION COMMITTEE CHAIR
ADMINISTRATIVE OFFICE – FACILITIES

PURPOSE

University space is a limited resource that is allocated thoughtfully to support the mission and strategic goals of the college and the university. This policy outlines the general guidance for use of all space resources throughout the institution, including those provided for staff and faculty of various ranks and workloads. The Policy does not create any contractual or legally enforceable rights or any private rights. The Policy is subject to being modified or terminated by the University at any time with or without notice or publication.

The scope of this policy is to ensure effective space utilization across the university by establishing authority and procedures for designating space and making changes to space utilization. All capital requests, technology change requests, funding requests must follow relevant established policies and procedures over and above any requests for space utilization changes.

DEFINITIONS AND ACRONYMS

Staff: University personnel, both full-time and part-time.

Faculty: University personnel, both full-time and part-time, who are engaged in research, instruction both inside and outside the classroom, service and/or administration of academic functions.

Flex Space: Unassigned spaces that may be reserved for a wide range of purposes by various users, including students, community partners, and guests, as well as faculty and staff. Flex spaces may include conference rooms, study rooms, or multipurpose rooms with movable furniture to allow for a range of uses.

Hoteling: The elimination of assigned seating in a workspace, thus allowing employees to reserve office space to meet their needs as they change from day to day.

Shared Office: The assignment of one office space to multiple faculty or staff members with alternating schedules. A shared office may have one workstation used on alternating days by multiple faculty or staff and/or several workstations or cubicles that could be used at the same time.

Private Office: The assignment of one office space to one faculty or staff member. The office space must have the ability to be closed off from other spaces.

Unit supervisor: The individual who conducts annual review of the faculty member or academic staff member.

Capital Request: A request that requires capital expense.

POLICY STATEMENT

As with all university resources, space should be deployed in the most efficient and effective manner to best support the mission and strategic goals of the college. Office space and other university physical locations are university property that may be designated for use by an individual, a unit, or as a Flex Space in a manner that best advances the mission and priorities of the college and university.

Faculty and staff provide valuable contributions to the teaching, scholarship, service, and outreach missions of the university. To support on-campus activities related to those missions, faculty and staff are provided access to private office space and larger conference room space in proportion to their workload and responsibilities.

Remote/Hybrid Faculty and Staff

Employees working on campus fewer than three full days each week should expect to share workspaces with other employees. This expectation applies regardless of position. Employees on campus 3 to 5 full days per week may be assigned dedicated workspace.

Office Space Allocations by Office and Position Type

Private offices are provided for the following:

- Executive Leadership
- Administration (e.g., Deans, Directors, Assistant/Associate Dean, Chairs, Coordinators)
- Full-Time Faculty, whether non-tenure-track or tenured, who work on campus three or more days per week.
- Full-Time Staff who work on campus three or more days per week.

Either Private or Shared Offices based on available resources are provided for the following:

- Full-Time Faculty, whether non-tenure-track or tenured, who work on campus fewer than three days per week.
- Full-Time Staff who work on campus fewer than three days per week.
- Part-Time Faculty
- Part-Time Staff
- Emeritus Faculty with part-time teaching or administrative responsibilities (See Faculty Manual, Chapter 3 Employment)
- Visiting Faculty, Scholars, Community Members, Consultants

Shared Office, Hoteling Space, or Flex Space, including conference rooms

- Emeritus Faculty (See Faculty Manual, Chapter 3 Employment)
- Research Assistant or Post-doctoral Fellow
- Student Workers
- Consultants, Community Partners, Guests

Faculty and Staff Separations and Retirements

Faculty and staff on their final employment date are expected to vacate their office, turn in their keys to Facilities, and follow any other relevant Human Resources exit policies and procedures.

Emeritus faculty members with no teaching or administrative responsibilities may request an extension from the Space Utilization Committee, not to exceed one semester beyond their retirement date.

PROCEDURES

The unit supervisor shall assign office space as appropriate to the faculty and staff workload at the time of hire. The unit supervisor will also periodically review space assignments for faculty and staff and, if necessary, reassign offices to optimize space based on the expected or proposed contributions of faculty and staff members in the future.

Any adjustments to the assignment of office space should be reported to the Office of Academic Affairs and a [faculty/staff directory update form](#) should be submitted.

[Requests for changes to space allocations or utilization](#) may be made to the Space Utilization Committee.

It is expected that faculty and staff will be assigned no more than **one** office. Faculty and staff with senior administrative duties and those with joint appointments may [request a secondary workspace in another building](#). A secondary office may be shared or private. All decisions related to requests for multiple offices will be made by the Space Utilization Committee.

Faculty and staff who are allocated office space through hoteling, may reserve office space and/or conference rooms via the unit's space calendar administrator and/or [25Live](#).

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#)

[HR 1.22 Telecommuting](#)

[HR 1.57 Separation from Employment and Break in Service](#)

[HR 2.02 Post-Retirement Employment](#)

[Faculty Manual Chapter 3: Employment](#)

[Retirement Benefits](#)

[Separation and Offboarding](#)

[Separation Checklist](#)

HISTORY OF REVISIONS

July1, 2024 – New policy approval by Executive Leadership Team and USC General Counsel