

## **Space Allocation Policy for Adjuncts and GAs**

There is space on the 4<sup>th</sup> floor and 6<sup>th</sup> floor of the EIT building to partially accommodate the needs of graduate students and adjunct instructors. The demand for space exceeds what is available. Therefore, this policy will determine the allocation of space. Allocation of space will be managed by the Dean's Office and will be carried out by the Academic Support Specialist (Graduate Programs). In order to use the graduate student space, eligible students will have to fill up the attached form. Any changes to the policy can be made as and when needed by the EIT Dean.

### **ELIGIBILITY**

1. Students have to be enrolled in the following graduate programs - CNMG, CPSC, MSIQ, SYEN, ENSS, IGCP, BINF. Students registered solely in Graduate Certificates will not be eligible.
2. Part-time students will not be eligible. Students will need to be full-time to be eligible for space assignment.
3. Students whose advisors are not full-time faculty of the college will not be eligible for space.
4. Bioinformatics Graduate Assistants who provide support to the MidSouth Center will have to be allocated space in that Center (EIT 326).
5. Adjunct instructors will be assigned space only for the semester in which he/she is teaching a course.

### **Categories of Space**

Space on the 4<sup>th</sup> and the 6<sup>th</sup> floor will be split up into four different categories, and the work areas will be designated with easily identifiable numbers.

**Category 1: Full-time Graduate Assistants (funded by college or research grants)** Full-time Graduate Assistants – either funded by the college or on research grants – will be assigned designated space.

**Category 2: Academic Space Assigned to Individual Graduate Students**

Full-time doctoral students who have passed their candidacy exams will be eligible for this space but will have to apply. If the demand for space exceeds availability, allocation of space will be based on seniority in having passed the candidacy exams.

**Category 3: Part-Time Teaching Assistants and Adjunct Instructor Space**

Roughly one-fourth of the area in the 4<sup>th</sup> floor will be designated as part-time teaching assistant and adjunct instructor space. This will be communal space so that none of the desks can be secured and users are not to leave any personal items at these locations.

**Category 4: Communal Academic Space**

All eligible students can use this space. This will be communal space so that none of the desks can be secured and users are not to leave any personal items at these locations.

## **Policies to Follow in Allocated Space**

### **General Guidelines**

- Space is assigned to each graduate student according to the eligibility requirements.
- Graduate students using the assigned space must comply with the outlined rules and regulations.
- Request and release of each space is the responsibility of the student.
- Space assignments are processed on a yearly basis, or when an assigned space becomes available.

### **Rules and Regulations**

- Each assigned space should be used according to the guidelines.
- Request/Release of each space should be conducted via filling the necessary form and submitting it to Mrs. Dana Ball, Academic Support Specialist in EIT. Failing to do so, will put a hold on the academic record.
- Each graduate student is expected to respect the privacy of others while sharing the space. •  
No loud phone or vocal conversation is allowed in the area.

- Space must be cleaned at all times. Violation of this will allow the administrators to remove the violator.
- Safety regulations must be enforced at all times.
- Any complaints about violations of the area must be made in writing.
- Keys used to store valuables in locked cabinets must be turned in when the student is no longer assigned to the workstation. If the key is not returned in a timely fashion, the locked cabinet will be opened by the administrator and the contents inside will be disposed of and the workstation will be assigned to another graduate student. The administrator will not be held accountable for missing items that are disposed.
- Do not loan keys to others.
- Do not have keys duplicated for any reason.
- When entering or leaving the locked premises, re-lock and secure all doors.
- Food causing disturbance in the area is prohibited.
- After being discharged, the graduate student has 3 days to vacate the station and turn in the keys, without any penalty.

Statement to be signed by graduate students and adjunct instructors:

1. That they understand that they are in a professional environment and should respect the privacy of others and their ability to do work in a calm and quiet environment.
2. Categories Three and Four are communal work spaces. Nothing of value should be left there after the departure of the user.  
If the graduate student has been assigned a Category One or Two space, it may be forfeited if the space is rarely used or if the student is not maintaining satisfactory academic/research performance.

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Printed Name of Person Requesting Space T#	Date
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Signature of Person Requesting Space	Date
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**Please return signed form to Mrs. Dana Ball in EIT 631**