



Title: ASSIGNMENT OF FACULTY OFFICES

Code: EE0152

Policy Reference: N/A

It is the practice of MATC to provide office space for faculty as soon as possible after appointment.

1. Requests for faculty office assignment at the Milwaukee Campus are submitted to the Pathway Dean for approval. Deans (or their designees) will work with other departments as appropriate to secure space.
2. Requests for faculty office assignment at the regional campuses are submitted to the regional Executive Director's office. Requests for assignment or reassignments are reviewed by both the regional Executive Director and the Pathway Dean and office space assigned where available.
3. Requests for remodeling of faculty offices are submitted to the Physical Facilities Department by the Deans or regional Executive Director. Alternative recommendations will be reviewed with the Deans and regional Executive Director.
4. Full-time (FT) faculty will be given their own workstation whenever possible; Part-time (PT) faculty will share their workstation with other PT faculty on a rotating basis (typically via a signup sheet or similar mechanism).

Office of Responsibility: Learn Pillar
Last Reviewed: Mar-2022