



ADMINISTRATIVE REGULATION AND PROCEDURE

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 Class Scheduling Department. Requests for assignment or reassignments are reviewed and office space assigned where available.
2. Requests for faculty office assignment at the regional campuses are submitted to the campus vice presidents office. Requests for assignment or reassignments are reviewed and office space assigned where available.
3. Requests for remodeling of faculty offices are submitted to the Construction Services Department by the deans or campus vice presidents and are coordinated with the Class Scheduling Department. Alternative recommendations will be reviewed with the deans or campus vice presidents.
4. No changes in the number of workstations will be made to any faculty office without assignment from Class Scheduling.

Responsibilities

1. Class Scheduling is responsible for assigning faculty offices at the Milwaukee Campus. The campus vice president is responsible for assigning faculty offices at the regional campuses.
2. The District Office of Operations has the responsibility for implementing plans for faculty offices as approved by the Provost.

Office of Responsibility: Instructional Design