

FACULTY OF LAW - OFFICE ALLOCATION PROVISIONS 2013

- (1) The overarching principles in the allocation of space are as follows.
 - (a) Every effort will be made to allocate the best available office space to staff, taking into account:
 - (i) fairness and flexibility; and
 - (ii) frequency of use.
 - (b) Offices will be allocated on a functional basis.
- (2) Professors employed at 0.60 full-time equivalent (FTE) or above will be allocated a professorial sized office if one is available.
- (3) Professors employed at 0.50 FTE or below will be allocated a standard sized office.
- (4) Level A – D (Associate Lecturer – Associate Professor) employed at 0.60 FTE or above will be allocated a standard sized office.
- (5) Level A – D employed at 0.50 FTE or below may be allocated a shared standard sized office.
- (6) Academics on nomination (6 – 12 months) will normally be allocated shared office space.
- (7) Professional services staff who supervise other staff should be allocated an office if one is available.
- (8) Clusters and disciplines will be kept together as much as possible.
- (9) Centre Rooms are designed to accommodate a centre administrator, centre visitors and/or research assistant.
- (10) Visitors and casual academic staff will be allocated space in vacant offices as available, including offices of staff on Special Studies Program leave, long service leave, offices used infrequently by staff etc. This may be on a shared or hot desk basis depending on availability.
- (11) Emeritus, Honorary and Adjunct academics may be allocated a hot desk space within a designated room that accommodates up to four, unless special arrangements have been made with Dean on a functional basis.
- (12) Part-time, fixed-term and full-time research assistants will be allocated shared office space or space in a Centre Room if it is available. It may be necessary for part-time fixed-term research assistants to nominate designated days on which they will work, so that their office space can be shared by another research assistant on other days
- (13) Casual part-time research assistants should normally work in Room 303.
- (14) All LLB/JD students undertaking research work in the faculty must be located in Room 303, to ensure security and confidentiality within faculty office areas.
- (15) Library collections are private and will be accommodated within offices where practical. However the University is not obliged to house personal book collections.
- (16) Office allocations will be determined by the Dean in consultation with the Pro-Dean and Executive Director as required.

NOTES

Faculty of Law - Office Allocations Provisions 2013

Date adopted: 28 November 2013

Date commenced: 28 November 2013

Approved by Dean: 28 November 2013

Related documents: [Space Management Policy 2012](#)
[Space Management Procedures 2012](#)

Signature:

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Position: Dean