

**Department of English**  
**Policy and Procedures for Office Assignments**  
Approved by the Department Council 2 October 1998

The guiding principle for assignment of office space shall be an individual's appointment status (i.e., regular, continuing or temporary), rank, and seniority, superseded only by departmental need (e.g., offices required for the administration of the department and its programs). In late spring the chair will identify offices that will become available in the fall and notify faculty that they may request in writing to be assigned to an available office. Should more than one faculty member request the same office, the following policy shall determine to whom the chair assigns the office.

1. A faculty member on a regular, continuing appointment shall have precedence over a member on a temporary appointment.
2. A faculty member on a full-time appointment shall have precedence over a faculty member holding the same rank on part-time appointment.
2. A faculty member holding a higher faculty rank shall have precedence over a member holding a lower rank, as follows, in order of precedence:

Professor  
Associate Professor  
Assistant Professor  
Instructor  
Supportive Professional Staff ("faculty no rank")  
Retirees who are teaching on-campus for NIU  
\*Retirees who are teaching off-campus or are not teaching

3. For faculty members holding the same rank, precedence will be given according to time in rank.
4. For faculty members with the same time in rank, precedence will be given according to length of service at NIU.
5. For faculty members with the same length of service at NIU, precedence will be determined by coin toss.

The following stipulations also apply:

\*Depending on the space needs of the teaching faculty of the department in a given year, it may not be possible for non-teaching retirees to be given office space.

Depending on the space needs of the department in a given year, it may be necessary for faculty

members to share large offices; shared assignments will be determined by the above order of precedence.

Only offices that are scheduled to be vacated will be identified as “available,” with the exception that office assignments of faculty on temporary appointments are assumed to be in effect only for the duration of their annual contract. Every effort will be made to allow faculty members on temporary appointments who are reappointed for the following contract year to keep their current office should they so desire; however, it may be necessary to reassign such members to another office should new faculty of higher rank be hired for the next academic year.