

From: Chair, Computer Science Department, United States Naval Academy

Subj: DEPARTMENTAL FACULTY OFFICE ASSIGNMENT POLICY IN HOPPER HALL

Ref: (a) ECEDeptNote 700
(b) ENGRWEPINST 5270.1A

1. Purpose. To establish policies and guidelines for the assignment of Computer Science faculty offices in Hopper Hall.

2. Discussion. This policy draws on the prioritization criteria established in reference (a) for Hopper Hall and reference (b) for Rickover Hall, with some modifications to reflect the needs of the Computer Science department. This policy is intended to set expectations regarding assignment of offices by the department chair.

3. General Policy.

A. It is anticipated that available office space in Hopper Hall will be limited.

B. When an office becomes available, general priority for office selection, among faculty desiring to move into it, is in the order of the categories listed below:

- (1) Full professors and 0-6 PMPs
- (2) Associate professors, 0-6 (non-PMP), and 0-5 (PMP)
- (3) Tenure-track assistant professors, 0-5 (non-PMP), and 0-4 JPMP
- (4) Non-tenure-track civilian faculty, rotational officers 0-4 and below
- (5) Research faculty and technical staff
- (6) Adjunct faculty
- (7) Faculty emeritus

These are general categories that attempt to capture relative seniority (civilian or military).

C. Within each category listed above, when a new office becomes available, priority for electing to move into the office will be given as follows:

- (1) For initial selection for Hopper move-in: random ordering.
- (2) For subsequent selection as offices become available: based on total years of service time at USNA. 'Service time at USNA' includes cumulative military and civilian service at USNA, but does not include gaps in between. It also may include prior service in other USNA academic departments.

D. Distinguished visiting professors can expect to be assigned by the department chair to a category commensurate with their experience.

E. When there is a change of department chair or associate chair, the resulting office moves will be determined on a case by case basis, according to the final judgment of the incoming department chair, in the case of a chair transition.

F. Generally, faculty will not be expected to move involuntarily once they have occupied an office, except as noted in section 3H of this instruction, below. The

priority criteria are primarily applied as offices become available.

G. Office moves will normally be completed during the summer. Faculty will not be required to change offices during the academic year under ordinary circumstances.

H. In order to support retention and hiring and recognize military and civilian seniority, faculty in categories (1) through (3) of section 3B above will not be expected to physically occupy an interior office for more than one full academic year at a time unless they desire to. If such a faculty member wishes to move but no exterior office becomes available, the department chair will select a faculty member currently occupying an exterior office to relocate, according to the following priorities:

(1) A faculty member in category (4) or lower.

(2) The faculty member who has continuously occupied any exterior office(s) for the longest period of time, regardless of rank.

I. Faculty occupying external offices who will be physically away from USNA for more than one semester (e.g. for sabbatical or other leave) should expect to be reassigned to an interior office when they depart. Time physically away from USNA does not count towards the "one full academic year" discussed in section 3H, above.

J. These general principles are not expected to cover all situations, but are established to set expectations for all department members. The department chair may direct exceptions and other assignments as needed.

4. Implementation. This policy is effective on publication and will be used beginning with Hopper Hall occupation in 2020, until amended or rescinded.



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