OFFICE SPACE ALLOCATION:

a. **ACADEMIC AND SENIOR RESEARCH FACULTY** are entitled to a standard faculty office.

b. **RESEARCH ASSOCIATES, FACULTY RESEARCH ASSISTANTS, AND POSTDOCS** are entitled to one-half of a faculty office (i.e., two Research Associates share one office) due to space limitations. We will do our best to accommodate when possible. Space should be negotiated between the faculty supervisor and the School Head.

c. **COURTESY APPOINTEES AND VISITING SCHOLARS** get space only if available, negotiated between the hosting faculty and the School Head.

SPACE REQUEST:

Date required: ____________________________
End date if applicable: ____________________________

Requested by: ____________________________ Date: ____________________________

Position (rank): ____________________________

Title/Name: ____________________________

Space required:
Office ____________________________
Lab ____________________________

Proposed Office Space*: ____________________________

Proposed Lab, Computer, or Other Space*: ____________________________

Comments: ____________________________

Return to CBEE Director of Operations (elisha.brackett@oregonstate.edu)

*There is no guarantee for space preference.