**Psychology Department Policy on Assignment of Faculty Office Space**

Approved without dissent on 1/23/2012 during Faculty Meeting

Revised without dissent on 4/29/2019 during Faculty Meeting

The Psychology Department faculty members have approved the following criterion to guide the department chair in faculty office space assignment:

Priority shall be assigned by number of years of full-time teaching service at Texas State University. Any ties shall be broken by lottery.

This criterion shall normally be used whenever new office space becomes available. However, UPPS 01.03.01 states that “Day-to-day responsibility for the assignment of specific spaces to individuals and uses within a department rests with the director or chair of that department.” Thus, the department chair retains the right to deviate from this policy for compelling reasons. In the rare case that such deviation becomes necessary, the department chair will notify the faculty members in writing.