



## **Policy on Assignment of Desk Space for Graduate Students, Post-doctoral Fellows and Visitors**

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1. The IKBSAS Director assigns shared offices for use by graduate students, post-doctoral fellows and other personnel. The Department Head assigns desks within these offices. Trainees and supervisors are not authorized to assign desks within departmental spaces.
2. The Senior Department Assistant will maintain an authoritative list of desk assignments.
3. Individuals are eligible for initial assignment to a desk if the following conditions have been met:
  - a. The individual is engaged in scholarly activity and is supervised or hosted by a faculty member from the Department of Biology (including cross-appointed faculty).
  - b. The individual does not have access to other desk space (e.g. within a faculty member's laboratory).
  - c. The individual has arrived on campus and has requested a desk.
4. Priority for desk space is defined as follows. Here, priority refers only to assignment to an available desk; it does not mean priority in the choice of desk, or the ability to request that an assigned desk be vacated.
  - a. Graduate students and post-doctoral fellows have priority over visitors and other personnel.
  - b. If a faculty member has less than two desks in departmental space that are assigned to their personnel, that faculty member's graduate students or post-doctoral fellows will have priority over other personnel.
5. The Department may require a deposit before releasing desk keys.
6. At any time, personnel may request reassignment to another available desk.
7. Students will vacate their desks within one month of final thesis acceptance, unless they require the desk to complete GTA assignment, or unless other arrangements have been made with the Department Head. PDFs will vacate their desks on by the end of their contract, unless other arrangements have been made with the Department Head.
8. Desk space that is not actively used may be reassigned by the Department Head.
  - a. Personnel who are absent from campus for more than six continuous months, but who are otherwise eligible for desk assignment, may have their desk reassigned during their absence. These individuals will be guaranteed a desk assignment upon their return.
  - b. Students whose programs have lapsed, or who are not actively pursuing their degree may have their desk reassigned.