*IRVINE: EARTH SYSTEM SCIENCE*

September 5, 2019

**Office Space Guidelines and Allocation Standards for Department of Earth System Science**

Space is a resource that must be used as efficiently as possible and strategies are needed to maximize space efficiently to save costs related to space while meeting the goals of the University’s academic mission. The purpose of this document is to outline guideline for ESS allocation of space.

General Guidelines

Graduate Students --

1. 1st year graduate cohort is seated all together in the graduate office suite in the basement of Croul Hall.
2. Graduate students entering their second year are assigned seating based on the following priorities:
	1. First priority is to student’s whose faculty advisor does not have lab space. Within this group, the goal is to keep as many students from a particular research group near each other for collaborative opportunities.
	2. After that initial wave, the department will work with faculty who do not have space in their lab to find a suitable place for their student(s).
3. Graduate students are assigned interior office space (no windows)

Faculty and Research Staff –

1. Seniority will play a key role when assigning office space.
2. Postdocs, project scientists, researchers, and other paid research staff will be assigned an exterior office (window view) as much as possible. The priority here is for those on a paid status that need office space. Again, if there is room in the lab, that is ideal.
3. The department will attempt at all times to house new faculty hires in the 3rd floor suite of Croul Hall. This may result in being assigned to an interior office. As exterior offices become available, faculty in interior office will be given the option (in order of seniority, i.e. faculty level, then number of years in ESS) to move to an exterior office.

Space other labs and offices (roof storage areas, basement, high bays and others) shall be attributed based on current use and needs, and managed to maximize space use in the department and respect safety and hazard avoidance guidelines.