

Gerald R. Ford School of Public Policy

Summary Office Allocation Procedures:

Please also read the specific office space allocation documents (i.e. for Ph.D. Students, Research Assistants, and Office Space Requests) under the facilities section of the Ford School website.

Visitor Office Allocation in Weill Hall

Weill Hall has limited office space for use of visitors to the school. In the Outreach and Communication suite, there is a visitor guest room. This would commonly be used for speakers invited for major conferences and named lecture series. This room is furnished with a sofa, a desk and an adjoining rest room. To reserve this room, please email the facilities manager (fspp-facilities@umich.edu), who will make the necessary arrangements with the staff in the Outreach and Communications Department.

For other visitors, whether visiting for a couple of hours or a couple of months, the Ford School host needs to complete an Office Space Request Form and forward it to the facility manager. Requests will be granted based on availability and on a first come basis. Space will not be granted to a visitor from another U-M School/ College who does not have a joint appointment with us. IT connectivity and wireless is available, computers are not normally provided. If a computer is needed, please make separate arrangements with the Ford School computing group (fspp-computing@umich.edu).

Research Assistant Office Allocation in Weill Hall

Weill Hall has shared office space for students who are working with Ford School faculty on research activity and program administration. Some offices are located within research centers, but there are also a limited number of offices that are not attached to a research center. All research assistants assigned to an office will share the office with other students also working with Ford School faculty. Each student will have a desk, a four-drawer file cabinet and a shared bookshelf available to them. Computers are not provided. It is the responsibility of either the research center or the sponsoring faculty member to fund a computer and to make arrangements with fspp-computing@umich.edu to purchase and connect computers to the Ford School network. There are data jacks available and wireless networks if students would like to plug in their own laptops.

Office space within research centers will be allocated by the research center director.

Other office space will be allocated in the following way:

- 1) Space will be arranged for the academic year (considered to start at the beginning of the fall term and end at the end of winter term) and over the summer (from the end of winter term until the end of August). Space may be requested for a full calendar year (i.e. from the start of fall term through the end of summer term), if there is additional demand for RA space over the summer, there maybe a reallocation of office space for the summer months.
- 2) Faculty can submit the office space request form to the Facility Manager at any time during the year for the remainder of the year (but no earlier than the end of exam period of winter term of the current year when requesting space for the next year).
- 3) The Facility Manager will validate the faculty request by checking with the Business Manager, the Chief Administrator and the Associate Dean before allocating space.

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The Facility Manager will use the following criteria (in order) as agreed upon by the Dean and Associate Dean in deciding whether office space will be allocated to a research assistant.

- 1) Research assistants working in space assigned to Research Centers.
- 2) Research assistants funded by sponsored grants run through the Ford School.
- 3) Research assistants working on Ford School wide programs.
- 4) Research assistants working on internally funded research projects or grants run through other parts of U-M.
- 5) Research assistants working on non-funded faculty projects.

Occasionally a grant may be awarded during the year and space allocation will need to be re-examined. In unusual circumstances (i.e., a very large funded grant award), research assistant office assignments may be reallocated using the above criteria before the end of the year.

Doctoral Program Student Office Allocation in Weill Hall

In Weill Hall there are a limited number of offices that are not associated with Research Centers that will be set-aside for Doctoral Students. The offices will be shared, most likely with 3 students per office. Each person in an office will have a desk, a four-drawer vertical filing cabinet, shared use of a bookshelf, and a shared phone with local service. Each office will be keyed differently and students will need to complete a Ford School Key access form and obtain the key from the U-M key office. A deposit is required.

Office space is limited so not all PhD students can be guaranteed space. The following outlines the way office space will be allocated to students.

- 1) Space will be given on a per-term basis (fall, winter, spring/summer) and requests must be made for each term. Students with office space in the fall term will be given priority in later terms.
- 2) Students can submit the office space request form to the Ph.D. Program Coordinator at any time during the term, but no earlier than the drop-add deadline of the current term when requesting space for the next term (i.e.: can request space for winter term after fall drop/add deadline has passed)
- 3) The Ph.D. Program Coordinator will ensure the student request is valid and then pass it along to the Facilities Manager for key request processing and any other administrative details

The Ph.D. Program Coordinator will use the following criteria (in order) outlined by the Director of the Joint Doctoral Program for allocation:

- 1) Students currently writing the dissertation.
- 2) Students who are not able to obtain office space in another unit on campus.
- 3) Seniority in the Joint Doctoral Program. After year 6, students are typically no longer eligible for office space.