

FSU Computer Science Department Room Assignment Procedures and Policies

The FSU CS Space committee has proposed the following procedures and policies for assigning rooms to CS faculty and students.

1. Suggested FSU CS Room Assignment Procedures

This section describes the FSU CS room assignment procedures.

1.1. Faculty Office Assignments

All CS Love renovations that are to be performed were approved by the CS faculty. The renovations in the 105 Love and 410 Love suites of offices are to provide large shared waiting rooms for students between a set of faculty offices. The rationale for the renovations to these two suites is that these waiting rooms are needed for groups of faculty who are teaching classes with a larger number of students, which are the CS specialized faculty. Thus, the CS specialized faculty will be given first choice for selecting offices in these two suites.

Otherwise, the order for CS faculty members to select offices will be by the following ranks.

- a. full professor
- b. associate professor
- c. assistant professor
- d. teaching faculty III
- e. teaching faculty II
- f. teaching faculty I

When there is more than one faculty member in a given rank, then priority for selection will be given to the faculty member who has been in the FSU CS Department for the most years in that rank. If two or more faculty members have the same rank and have been in that rank in the FSU CS Department for the same total number of semesters, then the order of selecting the rooms will be chosen between these faculty members at random (e.g., flipping a coin).

Whenever an office becomes available, CS faculty members will be contacted based on the priority that has been previously specified. A CS faculty member will have one working day to decide whether or not they wish to move to a new office. A CS faculty member can request a short extension if there are extenuating circumstances that prevents the faculty member from inspecting the offices in a single day.

1.2. Tenure-Track Faculty Research Lab Assignments

We believe that all CS tenure-track faculty members should have research lab space for their students unless the CS faculty member has not been active in research for the last five years. The size of the research lab should accommodate the average number of students that are supported by research grants obtained by the CS faculty member or startup funds over the last five years along with space for three additional students, two of which would correspond to teaching assistants that have been designated for higher priority for support by the CS faculty member. In the

future we may decrease the number of additional students depending on the number of supported graduate students and the available space. If a faculty member has not been in the FSU CS Department for the last five years, then the average number of supported students is determined by the number of years they have been in the FSU CS Department.

The rationale for allocating more research lab space to CS faculty members who are supporting students on their research grants is that these faculty are typically paying overhead on their grants for space to accomplish their research.

The selection of research labs will be in the order of the CS faculty members who have supported the greatest average number of students in the last five years. If the average number of supported students is the same for two or more faculty members, then the faculty member with the higher rank or more years in the FSU CS Department at that rank will be given higher priority.

If a CS tenure-track faculty member selects an office that requires walking through a room to reach the office, then the faculty member will be given higher priority over other faculty for selecting the walk through room as a research lab. If there is a suite of offices that require walking through the same room, then the priority among the set of faculty in that suite of offices will be as previously described.

If a CS tenure-track faculty member selects a research lab room that is larger than their calculated need for space, then the remaining portion of that room will be available for other CS faculty members to select to house their research students or to be assigned to hold teaching assistants.

Often CS tenure-track faculty members research lab space needs will increase or decrease over time depending on the amount of recent funding that they obtained. At the same time, it is important to allow CS faculty members to keep their students together in their research labs without requiring them to frequently move these students.

If a CS faculty member obtains a new grant and needs additional space due to supporting additional specified students or special equipment, then they can make a request to the CS Chair or designated CS Space committee for additional space. Likewise, a new CS tenure-track faculty member will be allocated research lab space. If additional space is not available, then this will serve as a trigger for reevaluation of current CS research lab space by the CS Chair or designated CS Space committee. If the amount of space allocated to a CS faculty member is not justified by the average number of students that they supported during the last five years and/or the special equipment that they have, then the remaining space in the lab will be made available to other CS faculty members. Although a CS faculty member may be required to relinquish a portion of their research lab, no CS faculty member will be required to move their research lab to a different room unless the room has been designated as a potential CS faculty office and is selected by a CS faculty member.

If two or more CS faculty members wish to trade some rooms for their research lab space, then these faculty members need to inform the CS room manager who will track which research lab space is allocated to each CS faculty member along with the students assigned to each room.

1.3. Tenure-Track Faculty Equipment Space Assignment

Space for servers purchased by CS faculty members will be allocated based on availability of rooms where extra power and cooling is provided. Such server rooms at this time include 021 Love and 407A Love. The CS Chair or designated CS Space committee with advice from the CS system administrator may allocate other server rooms if the number of faculty servers exceeds the available space or power/cooling limits for the current set of server rooms.

Space for research equipment that is infrequently used by a CS faculty member may be placed in one of the CS storage rooms.

If a CS faculty member believes that special equipment to perform their research is needed to be placed in his/her research lab as opposed to a CS server or storage room, then the CS faculty member can make a request to the CS Chair or a designated CS Space committee for extra space to accommodate this special equipment. This request must include a justification of why this special equipment is needed for their research and how frequently the equipment will be used. The faculty member needs to make sure their equipment does not emit loud or high pitch noises if they want to place the equipment in their research lab that is also used by RAs. The faculty member also needs to make sure the equipment won't overload the existing power circuit that serves the research lab.

2. Suggested CS Space Policies

This section describes CS space policies for both faculty and students.

2.1. General

The CS Chair or designated CS Space committee will determine which rooms can be selected for offices by CS faculty members. We have currently designated rooms with a window and reasonable size to be a faculty office. Any room larger than the CS Department Chair's office is currently reserved for teaching/research laboratories or for other students (teaching assistants or scholarship recipients) where multiple students will be sharing the room. Likewise, rooms that are deemed too small for a CS faculty member shall be reserved for other purposes.

If there is not enough space in the future to accommodate the CS faculty and students, then the CS Chair or designated CS Space committee will decide how to best reallocate space.

2.2. Faculty Offices

By default no CS faculty member will have more than one office. We will allow the CS Department Chair to select a second office at his/her priority.

Faculty will have higher priority for selecting offices than selecting research laboratories.

No CS faculty member will be required to move from their current office.

2.3. Student Rooms

All CS graduate students on any type of support (research grant, teaching assistant, fellowship) should have a desk in a room assigned to them.

No CS graduate student should have multiple desks assigned to them.

If a CS faculty member is working with more students than can be assigned to his/her allocated research lab space, then the CS faculty member will select which students will be assigned to his/her research lab space. Whenever a student is moved to a research lab, then the CS room manager must be notified.

A CS faculty member has the responsibility to obtain furniture as well as computing equipment for students in their research lab. Furniture may be obtained from FSU surplus or purchased using annual allocation or startup funds.

The CS Chair or a designated CS Space committee has the responsibility to determine the number of students that should be assigned to each CS room, which may be dependent on the total space available and the number of supported CS students.

If a supported graduate student is not assigned to a research lab, then they will be assigned to a room that is designated for CS teaching assistants or CS scholarship recipients. Scholarship recipients will include students on scholarships provided by FSU, the CS Department, or the country of the scholarship recipient.

Funded students with duties (research or teaching) will be given priority for space over funded students with no duties (scholarships).

Any additional space that is unused will be assigned to CS full-time graduate students not on support. If there is not enough space for all unsupported full-time CS graduate students, then priority will be given to providing space for unsupported PhD CS students.

2.4. Other Rooms

The CS Chair or designated CS Space committee will specify rooms that will be used for other purposes. CS offices may be provided for (a) CS adjuncts, (b) CS emeritus faculty, (c) ACM/ACM-W officers, (d) CS postdocs, and (e) CS visitors. Larger rooms may be provided for (a) teaching assistants to reserve and hold office hours in order to not disturb other students who are sharing a room with them, (b) CS student meetings, (c) CS study rooms, etc.