Policy on Shared Teaching Spaces

Lionel Hampton School of Music

This document outlines the fundamental standards for LHSOM faculty and Graduate Teaching Assistants (GTAs) sharing teaching spaces. Each LHSOM faculty member and GTA is a valued member of our school; it is therefore essential that each person is accommodated equally in regards to teaching space.

Faculty members and GTAs sharing one teaching space (office) are entitled to equal proportions of space within the room. As an example, three people in a space of 100 sq feet (useable) yields 33.3 sq feet available to each. Any deviation from this must be submitted in writing to the Director and accommodations will be made subject to Director approval. The written request will be distributed to, and responded by, the faculty and GTAs sharing the space. If any of the involved disputes the request, a formal discussion with all involved and the Director will take place prior to the final decision being levied by the Director.

Each faculty and GTA is entitled to time in the room to teach the required university courses as specified by the LHSOM.

Time allotted in the shared teaching space is prioritized as follows:

- 1. Teaching university courses as specified in the contract.
- 2. Preparing (within a reasonable amount of time) for teaching said courses.
- 3. Research and personal practice time will be afforded only after the above has been met and agreed upon by the faculty sharing the space.

All furniture must be confined to the individual's allotted space unless the furniture is shared, i.e., desks and chairs. Shared furniture must not be monopolized by any one individual and should be left in a normalized state after each use. Artwork or viewable materials must conform to general university policies on conduct and professionalism.

It is against University policy to use University facilities or resources for personal gain, which includes teaching non-university students outside the norm of doing so for recruitment and/or auditions.

Due to the nature of sharing space and health concerns with allergies, pets are not allowed in University buildings, except for service animals for persons with disabilities.

Activities that leave a distinct odor are discouraged. Open flames of any kind are not permitted. Individuals must comply with state and federal laws as well as University regulations, as set forth in the Administrative Procedures Manual and the Faculty Staff Handbook.