

College of Management
**Regulation for Governing the Faculty Office Space
Allocation**

Approved by the College Affairs Council on June 12, 1996
Amended at the College Affairs Council on March 28, 2004
Approved by the 1st College Affairs Council on October 11, 2016, Academic Year 105

Article 1. This regulation was put in place to effectively manage the research office space owned by the College of Management.

Article 2. Faculty research space are divided into those located around the courtyard and those not located around the courtyard. Research offices around the courtyard are distributed according to the proportion of faculty in each department and are allocated to faculty with academic appointments of and beyond assistant professorship. Research offices around the courtyard are managed and maintained by each department, whereas research offices not located around the courtyard are distributed by the College. The College renovates the basic facilities of office spaces before distributing them to each department for managing and maintenance.

Article 3. In the event that a faculty resigns or retires, the College shall notify the faculty and his/her affiliated department at the time of resignation or retirement of when to return the office space.

Faculty must clear out the office and return the office keys to his/her affiliated department within three months of his/her resignation or retirement date. Empty courtyard-research offices must be re-allocated first; the allocation of these spaces remain at the discretion of the individual department.

Departments shall facilitate the return of empty non-courtyard office spaces to the College for re-allocation. In the case where the resigned or retired faculty's office is a courtyard office space, the faculty's affiliated department must re-allocate a faculty member to the courtyard office space and return the non-courtyard office space to the College within four months of the faculty's resignation or retirement date.

Article 4. Non-courtyard office spaces will be available for current faculty to apply for at the end of each semester. Faculty who receive a new office space allocation shall return their original office space within a month from the date they receive the approval notice.

Article 5. When a non-courtyard office space becomes available, it will be re-allocated to willing faculty who hold non-courtyard office spaces by job title (from first to last,

in the order of: professor, associate professor, assistant professor, instructor). Faculty with the same job title will be ranked by job tenure; whereas faculties with the same job title and job tenure will draw lots.

Job tenure is calculated as the sum of the total years of service in your current job title in the College and half the total years of service in any previous faculty positions in the College.

For example: A faculty who joined the College in August 1990 as an associate professor and was promoted to full professor in August 1993 would have a job tenure of 4.5 years as of August 1996.

$$\text{Aug 1996} - \text{Aug 1993} + [(\text{Aug 1993} - \text{Aug 1990}) * 0.5]$$

Article 6. Once allocated, non-courtyard office spaces are not allowed to be exchanged.

Article 7. Faculty with College managing positions or with first-level administrative managing positions shall also receive allocation of research office spaces.

Article 8. Once the resignation process has been completed, the resigned faculty's research office space is considered "Empty". From the resignation date and on, the resigned faculty may not exchange office space with another faculty.

Article 9. The total number of research office spaces provided to and used by Departments are not to exceed the total number of full-time faculty.

Article 10. This regulation, as well as its amendments, are effective upon approval by the College Affairs Council.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

國立中山大學管理學院教師研究室撥配辦法

85.6.12 院務發展委員會暨院務會議決議
93.03.28 院務會議修正
105.10.11 105 學年度第 1 次院務會議修正通過

- 第一條 為有效管理本院所屬研究室空間，特訂定本要辦法。
- 第二條 本院教師研究室分為中庭及非中庭研究室，中庭研究室依系所員額比例分配，並以助理教授以上教師為分配原則，由各系所管理維護；非中庭研究室由管院統籌分配，並於每次分配前就研究室基礎設施整修，分配後由系所負責管理維護之責。
- 第三條 如有教師離職或退休時，由院辦公室於該名教師確定離職或退休日時，通知該名教師及所屬單位研究室應繳回時間。
教師應於離職或退休日起三個月內清空並繳回研究室鑰匙予所屬系所辦公室。若為中庭研究室各系所須先行分配該空出之中庭研究室，其調配辦法由各系所自行決定之。
系所應協助將空出之非中庭研究室歸還由院統籌分配。若離職或退休教師位於中庭研究室者，系所最遲應於教師離職或退休四個月內調配歸還非中庭空間。
- 第四條 非中庭研究室於學期末優先提供現職教師申請，獲分配之教師應於接獲通知日起一個月內歸還原研究室，並於次學期開學前分配給新進教師。
- 第五條 非中庭研究室如有空缺，由所有使用非中庭研究室且有意願之教師依職階(教授、副教授、助理教授、講師)之順序分配；同職階之教師以年資高低順序分配；職階與年資皆相同者依抽籤決定之。
年資之計算為本院現任職階之年資與在本院其它專任教師職階年資之折半加總。
例如：七十九年八月到院擔任副教授並於八十二年八月升任教授，若於八十五年八月分配，其年資為 4.5 年
 $85.8-82.8 + [(82.8-79.8) \times 0.5]$
- 第六條 非中庭研究室一經分配不得自行互換研究室。
- 第七條 兼任本單位主管或兼任本校一級行政主管之教授亦得分配研究室。
- 第八條 教師研究室自教師離職手續辦妥後，視為已空出，惟自離職生效日起，不得與其它教師互換研究室。
- 第九條 各系所分配與使用之研究室總數量不得超過其專任教師員額總數。
- 第十條 本辦法經院務會議通過後實施，修正時亦同。