

FACULTY OFFICE ASSIGNMENT PROCEDURE
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Introduction

This office assignment procedure applies to clinical-track and tenure-track faculty selecting offices in the John Pappajohn Business Building. It is designed to allow faculty to request and obtain desirable office assignments in a fair manner, while at the same time minimizing the load on College staff who must coordinate and execute office moves. All other faculty (not clinical-track or tenure-track) will to be assigned offices by the Dean's Office.

The office assignment procedure will take place once per year, in late May or early June (once faculty development leaves, administrative assignments, terminations, and new hires for the following academic year are clear). New faculty and current faculty wishing to change offices enter the assignment process and are assigned offices in a fashion that maximizes "rank weighted happiness" while at the same time preserving certain desirable properties. Once a mapping is produced, the resulting moves are scheduled and coordinated by the Dean's Office, and generally take place over the ensuing summer months in order to minimize disruption during the academic year.

Guiding Principles

1. Use of the rank-weighted happiness metric ensures that more senior faculty have higher priority than more junior faculty in choice of offices.
2. Faculty entering administrative service (e.g., new DEOs) or other short-term leaves (e.g., development leaves) are allowed to place a *lien* on their offices, so that the same office is guaranteed upon their return, without having to participate in the assignment procedure.
3. Faculty will never be forced to move from their current offices to make room for other faculty, except in situations where the original assignment is known *a priori* to be time-limited (e.g., when a lien exists at the time of occupancy, or when a new faculty member joins mid-year and is assigned a temporary office until the next assignment procedure).
4. Faculty electing to enter the assignment procedure in order to "improve" their office assignments will, in the worst case, remain in their current offices. In other words, no faculty member is ever penalized and forced to move to a less desirable office simply by electing to enter the assignment procedure.
5. Since the algorithm is nondeterministic, those not obtaining more desirable assignments in the current round may obtain a different outcome in a subsequent assignment procedure.

Mid-Year Hires and Visiting Faculty

The Dean's Office will make every effort to work with mid-year clinical-track and tenure-track hires to select offices without existing liens. In other words, permanent, rather than temporary, assignments should be made to mid-year hires whenever possible; this precaution will help reduce the number of moves made. Visiting faculty will be assigned to offices with liens whenever possible.

The Assignment Procedure

1. The Faculty Office Assignment Procedure will be posted on the Web. The Dean's Office staff announces the opening of the assignment procedure to all existing and incoming faculty and posts a list of available offices. Any liens (and lien holders) will be explicitly noted. Building maps will be posted in various locations in the building.
2. A limited enrollment period will be established where faculty wishing to participate may enroll in the assignment procedure. As faculty enroll, their current offices will be added to the posted available offices list so that additional faculty may elect to enroll. New faculty and faculty making required moves are automatically enrolled by the Dean's Office. All faculty enrolling in the office procedure are committed to abiding by the outcome, subject, of course, to the guarantees spelled out in the previous section.

To enroll, faculty send an e-mail message to Carol Buettner (Carol-Buettner@uiowa.edu), indicating that they wish to enroll in the procedure.

3. At the end of the enrollment period, Tom Kueny will arrange group tours of all available offices. All enrolled faculty (or their designated proxy in the case of new faculty not yet on campus) will be asked to complete an *office ranking*. The office rankings are not made public. Faculty making required moves should rank all offices on the vacancy list. Faculty making elective moves should rank only those offices they consider more desirable than their current office assignment; their current office will be automatically listed at the end of their ranking. Note that any office liens should be taken into account by faculty as they compile their office rankings.
4. The Dean's Office staff will generate a priority number for each faculty member enrolled in the current office assignment procedure. A faculty member's priority number is computed by listing all participants by faculty rank, second by move type (required moves have priority within the same rank), and third at random.
5. A matching algorithm is run to compute the optimal (with respect to rank-weighted happiness) assignment of faculty to offices, and the results are announced by the Dean's Office staff. All resulting assignments are considered permanent, unless there is a lien on an office, in which case, only a temporary assignment is made.
6. In consultation with the faculty members enrolled, Tom Kueny will schedule all moves.

Sample Schedule

A sample schedule follows which should help make the assignment procedure clear. The dates used are only for expository purposes; actual dates will be established each year by the Dean's Office in accordance with current conditions.

May 21	Office availability list is posted, with liens and lien holders noted. Enrollment period begins. Posted office availability list is updated as additional faculty enroll.
May 25	Enrollment period closes. Request for tours submitted to Tom Kueny.
May 28 – May 31	Faculty complete personal office rankings form.
June 1	Dean's Office staff computes priority listing for faculty assignment procedure. Matching algorithm is run and results are posted

Definition of Terms

1. *Permanent office assignment* - the mapping of a single faculty member to an office in the John Pappajohn Business Building. Most faculty members hold a single permanent office assignment corresponding to the office they currently occupy; no faculty member may have more than one permanent office assignment.
2. *Temporary office assignment* - may be made by the Dean's Office (e.g., as in the case of a DEO who is assigned to a DEO office in a departmental suite). All faculty holding temporary office assignments physically occupy those offices, but also have a permanent office assignment. A faculty member will place a *lien* on the permanent office.
3. *Lien on an office* - means that no other faculty member may be assigned that office on a permanent basis. For example, faculty who receive a paid leave of absence, usually in the form of a Faculty Development Award (Faculty Scholar, Global Scholar, Career Development Award), or begin an administrative assignment that includes temporary occupancy of different office facilities (i.e., DEO or Associate Dean position) may place a lien on their regular permanent office assignment. Faculty who take unpaid leaves of absence for one or more academic years (excluding summers) may not place a lien on their offices.

Temporary assignments are made to offices with liens. Faculty making elective moves may not place a lien on their current offices. When a faculty member holding a lien leaves the College, the lien expires. The person currently holding that temporary office assignment is not granted a permanent assignment to that office. Rather, the office will become available in the next office assignment procedure. A faculty member holding a temporary office assignment may have to make a required move.

The policy regarding liens was amended by the Elected Faculty Council in May, 2000, as follows:

When a faculty member holding a lien leaves the College, the lien expires. The person currently holding that temporary office assignment is granted a permanent assignment to that office.

4. *Required move* - made by a faculty member entering the assignment procedure who does not currently have a permanent office assignment.
5. *Elective move* - any move not required by the Dean's Office. There are costs associated with moving, such as phone routing, moving equipment (computers, printers, etc.), and hired labor. Costs of required moves are borne by the College, while costs of elective moves are borne by the faculty member or the faculty member's department. An exception to this cost policy: in the case that a faculty member making a required move had previously chosen to occupy an office with a lien when other offices without liens were available. In this case the cost of the required move resulting when the lien is called is borne by the faculty member or the faculty member's department.

Mathematical Underpinnings

Information on the mathematical underpinnings is available in the Dean's Office.

Note 1: This procedure was developed by Alberto Segre and Morton Pincus and approved by the College of Business Elected Faculty Council and the Dean's Office in May, 1997.

Note 2: The policy regarding faculty covered was amended by the Elected Faculty Council in May, 2006, to include clinical-track faculty.