

Parameters for Room Scheduling (and resolution when room conflicts arise) in Priority Order

- No classroom/facility belongs to anyone – except discipline-specific labs where equipment cannot or is not used by any other discipline
- The Office of Academic Affairs Handles Room Assignments
- Rooms that accommodate ADA requirements (rooms that accommodate a course that has a student/faculty with special ADA requirements takes precedence).
- Rooms are assigned based on enrollment (e.g. the course with the higher enrollment takes precedence)
- Technology-related rooms are assigned based on the portion of content/instruction that utilizes the technology (e.g., the course/instructor that utilizes the technology the most takes precedence)
- Proximity to department and or faculty offices (e.g., the instructor/course that is whose department or personal office is in closet proximity takes precedence)
- Seniority - regular faculty by years of service (e.g., regular faculty take precedence over adjunct, adjunct to adjunct the instructor with the most semesters of seniority/priority takes precedence)

Resolution of Room Conflicts –

- Faculty to faculty
- Faculty to chair
- Chair or faculty to Dean
- Dean to Dean - Dean's decision is final