Assignments of Non-Faculty Office Space

Students wanting desks should fill out the desk application form (reverse side) Forms can also be found with Lauren Worrell or Katie Anderson and the CEE web page

Each year, we remind folks about the policy for assigning graduate student offices, and this is your annual reminder. Please note that this 'policy' was formulated in mid 2000, and at that time, all faculty members had a chance to review and comment upon it. If it is to be revised, that will be the role of the Graduate Program Committee (talk to your GPC members). However, until such revision, it is the current and binding policy. The two guiding principles here are:
1) that Sashi Kunnath/Lauren Worrell will be assigning all graduate student office space based on this agreed upon priority scheme rather than on which faculty member yells the loudest or had the most students assigned space when we moved into the new building, and
2) faculty members do not CONTROL or OWN office space

Priority for making desk assignments:
1. Funded postdoctoral researchers (non-student PGR level 5 or above) working with a CEE faculty member.
2. Ph.D. students who have advanced to candidacy
3. Ph.D. students who have not advanced to candidacy but have completed an M.S.
4. M.S. students employed as GSRs during a particular quarter
5. M.S. students who are TAs during a particular quarter
6. Unfunded M.S. students
7. Other employees needing a desk
8. Part time or CWO students

Notes on the priority system:
1. All of the offices will be considered as a group (Ghausi Hall and Bainer and Academic Surge).
2. When all offices are assigned and there is still a demand, then we will begin asking students to share desks starting at the bottom of the list.
3. There will be no preference for particular groups (environment, water, etc.) for spaces in Ghausi Hall vs. Bainer.
4. Graduate group students who have a CEE faculty member as a major professor have equal priority to CEE department students at the same level.
5. Whenever possible, students/postdocs working with an advisor who need common space (e.g., because of computational needs) will be kept together, but this will never override the priority scheme. (Note that all space belongs to the department and not to individual faculty or groups.)
6. Desk assignments are never permanent. A student may be asked to move to another location or lose a solo desk altogether if in the Department's best interests.
7. Students who are on PELP and filing fee are not entitled to a desk by University policy and will not be provided one.
8. Within a priority class, seniority determines who has priority (second year MS students receive higher priority than first year students).
For all new graduate students and postdocs
If you are hoping to move from Academic Surge to Ghausi Hall, chances are low as there are not many openings (so unless you have passed the QE, it is unlikely)

Complete and return this form to Katie Anderson (2001 Ghausi) by October 10, 2014

Name: _____________________________________
Adviser: ________________________________
Email address and daytime telephone: ______________________________
CEE graduate student? Y____ N____
If no – what graduate program? _______________________
Quarter/Year of beginning graduate study on campus: ___________________
Are you a funded post doc researcher? Y____ N____
Do you have a MS degree? Y____ N____
Have you taken and passed the PhD QE? Y____ N____
Will you be a CEE TA for the upcoming quarter? Y____ N____
Will you be a CEE GSR for the upcoming quarter? Y____ N____
Are you a coursework only (CWO) student? Y____ N____
Are you on PELP for the upcoming quarter? Y____ N____
Are you on filing fee for the upcoming quarter? Y____ N____
Do you have a CEE desk assignment now? Y____ N____
If yes, where is it? Room _____ Building __________________