

Physical Operations Policy 901

Office, Clinic, and Research Laboratory Space

Effective Date: August 8, 2022
Supersedes Date: January 25, 2019
Review Date: May 2028

Policy: Space Assignment

Assignment of office and research laboratory space is made by the Dean of the School of Communication Sciences and Disorders. Classroom assignments are made by the Associate Dean of Academic Programs when the semester schedule is determined. Other spaces (conference rooms, meeting spaces, etc.) are formally reserved through the Administrative Associate. Clinic space is assigned by designated clinical faculty.

Procedure:

I. Offices

a. Faculty and Staff

- i. The CSD Dean assigns faculty and staff offices and closet storage.
- ii. Laboratory space is assigned with consideration for the faculty member's research needs.
- iii. CSD Emeritus faculty members are not guaranteed a private office or lab space.
- iv. A designated, shared office space will be available to CSD adjunct faculty or part-time faculty/instructors during the semester they are teaching or working with students, if available.
- v. Space justifications may be requested at any time.

b. Student(s)

- i. New PhD students will be assigned carrel space in the PhD workroom (room 2030). Students at the dissertation stage of their program (after courses and comprehensive examinations) are eligible for offices upon request and availability.
- ii. Office space may also be assigned to PhD students with written justification of the need of an office. Reasonable requests include work assignments requiring some privacy, such as teaching or clinical assignments or supervision.
- iii. AuD and MA students may use the CSD HIPAA lab (room 2015) on the second floor to complete clinic reports on a first come, first serve basis. The computer lab in 2028 may also be used by all CSD students.
- iv. Private offices are not provided for AuD or MA students.

II. Classrooms & Conference Rooms

- a. Request for classrooms and 3rd floor conference rooms, to use on a temporary basis, may be scheduled with the School Administrative Associate.
- b. 4th floor conference rooms are available by making reservations in the student study space [spreadsheet](#) maintained by the School Administrative Associate. Email fwright2@memphis.edu if you need more information.

- c. Please reserve as early as possible to ensure access to the desired spaces.

III. CSD Clinic Facilities

- a. Therapy rooms for internal use (CSD faculty) and external use are reserved in the online Skedda scheduling system. The SLP Co-Director of Clinical Education provides clinicians with Skedda user accounts and monitors room use and accessibility.
 - i. CSD/MSHC, contact Adele Dunkin (adunkin@memphis.edu)
 - ii. Outside of CSD, contact Katherine Mendez (krgraham@memphis.edu)
- b. Audiology booths are used on a first come, first serve basis except for some booths periodically reserved for special purposes.
 - i. Audiology booths for external use must be reserved through the Director of Clinical Education in Audiology.
- c. The business office door is locked, and admission is subject to approval of the HIPAA Privacy Officer via the CSD administrative associate. CSD students are only to be in the business office to access the file room or complete GA tasks. Non-CSD personnel should not be in the business office without authorization.
 - i. There should be minimal traffic in the business office. Individuals who use this space are responsible for ensuring all access doors to the business office are closed and locked when not currently in use.

IV. Research Facilities

- a. Requests for scheduling research space and equipment should be made only with the consent of the faculty member directing the research project. The use of space in a particular laboratory should be requested through the primary faculty member who has responsibility for the laboratory. This should be done well in advance of the proposed use of the lab.

V. All other space issues should be directed to the Dean.