

**STAFF ACCOMMODATION IN THE FACULTY OF EDUCATION
PRINCIPLES FOR OFFICE ALLOCATIONS**

1	Each member of staff to occupy only one (1) office or a workstation at one campus
2	** Academic Full-time continuing staff and academic fixed term staff with contracts longer than 12 months, have own office at the site where they work most
3	** Academic Fractional continuing and fixed term staff working less than 3 days per week or with a contract of less than 12 months have a shared office or a workstation
4	Adjuncts & other visiting staff - Principles 2 & 3 apply, taking into consideration space available at the time
5	PEP, secondments and acting positions - normally office closed & staff remain in situ
6	Casuals - use allocated casual staff areas or workstations
7	Sessionals - Principles 2 & 3 apply
8	Support staff - Principles 2 & 3 apply, taking into consideration the functions and requirements of the designated unit and space available
9	Higher Degree Research Students will be allocated a workstation based on the following priorities:
	a. Full-time International Students
	b. Full-time Local Students (with scholarships)
	c. Full-time Local Students (without scholarships)
	d. Part-time Local Students – access to shared workstations, as available.
10	Contract Research Assistants will be allocated a workstation

PRINCIPLES FOR VACATING AND RELOCATING OFFICES

1	All staff are individually responsible for packing and unpacking their own boxes
2	Obtaining boxes:
	a. Internal move within the university - Faculty will supply boxes
	b. External move outside the university - individual staff member responsible for obtaining their own boxes
3	Moving boxes:
	a. Internal move within the university - Faculty will organise removal and delivery of boxes to new location
	b. External move outside the university - individual staff member responsible for the removal of their own boxes

** The category 'academic' includes research fellows and associates