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**POLICY TITLE:** Provision and Use of Faculty Office Space

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**POLICY PURPOSE:** The use of faculty office space

**BACKGROUND:**

**APPLIES TO:** Faculty, Staff

**DEFINITIONS:**

**CONTENTS:**

**POLICY  
STATEMENT:**

Faculty members are provided with office space for their use during their tenure at Fort Hays State University. Offices are to be used for conducting Fort Hays State University business and functions relating to the faculty member's FHSU assignment(s).

Faculty members may decorate, equip and use offices as they see fit within the faculty's assignment. This use is limited to use consistent with Physical Plant policy and appropriate taste. The University reserves the right to enter offices as needed. The University reserves the right to require individual faculty members to remove items from their offices for health and safety reasons.

Individual faculty members may choose to bring personal items into their office to assist in comfort, education, research and other matters as deemed appropriate by the faculty member. If warranted, faculty should be aware that the University reserves the right to seal the office until a complete inventory of the contents is taken. Office items will remain secured until such time as an appropriate inventory is completed. Items may then be removed by appropriate relatives, friends or other designees of the faculty or in accordance with court orders. The individual removing such items must sign for items removed.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:** Office space, decorate

**RESPONSIBLE OFFICE:** VP for Administration and Finance

**RESPONSIBLE UNIVERSITY OFFICIAL:**

**ORIGINATION DATE:** 11/08/00

**CHANGE HISTORY:** Approved by President's Cabinet 01/03/01

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