

3rd & 4th Floor PSB Desk Assignment Policy

Why is this policy needed? Because we now have PSS, Hort, FOR, and ENT students, postdocs, and visiting scientists needing space. Things have become more complicated, and our process needs to be clearer and better communicated to all parties. Also, there is discrepancy between the 3rd and 4th floors in how space is assigned/prioritized. As space becomes tighter, a more uniform approach is likely to be easier to manage.

The policy: Office desk space is prioritized for trainees (grad students, postdocs, and visiting scholars). Each floor will have a 'Desk Coordinator' who will oversee desk assignment, re-assignment, and usage. They are as follows:

3rd floor – Carol Von Lanken (carol.von@uky.edu)

4th floor – Mike Barrett (mbarrett@uky.edu)

Anthony Clark (anthony.clark@uky.edu)

Bruce Downie (adownie@uky.edu)

Faculty (PSS, Hort, ENT, FOR) should contact the appropriate Desk Coordinator as soon as they know when a new trainee will arrive. The trainees name will be entered onto a 'wait list' for a desk. The Desk Coordinators will work with each other to try and ensure the most harmonious location of individuals. The Desk Coordinators will be responsible for identifying when people have graduated/left and what desks are free. Requests to change desks should also go through the Desk Coordinators. In the case of conflicting requests to change a desk, seniority may be used to determine the assignment.

If there are more desks than needed, staff members can request and be assigned a desk; however, they must justify their need for a desk (e.g., spending time on data analysis, writing, reviewing manuscripts, etc.), and they may be asked to relinquish their desks, if additional desk space for trainees is required.

In cases where trainee status is questionable/unknown and/or trainees become staff, Desk Coordinators will make the call on desk assignments.

Updated: May 11, 2020