

CECS Research Visitor Office Space Policy

CECS will allocate one (1) visitor office space per faculty member if space is available. If space is not available, the faculty member can allocate visitor space within their lab(s).

Policy (priority of space allocation)

1. Research visitor from industry that is giving donation through CECS.
2. Academic visitor with full funding by CECS contract/grant.
3. Academic visitor with split funding with another Department or School and majority of funding percentage is from CECS contract/grant.

Procedure for requisition of visitor space

1. Print and fill out a visitor request form.
2. Submit request form to CECS Operations Manager.
3. Email space allocation response in 1 week.

Approved on November 1, 2003 by:

Daniel D. Gajski
Director, CECS