

POLICY ON FACULTY STUDIES  
Office of Academic Affairs  
December 2008

The Seminary provides faculty studies on campus for all full members of the faculty. A faculty member may elect not to make use of such a study, especially if he or she is living in a seminary home in close proximity to the campus in which a study is located. In such instances, the Seminary will provide a seminary telephone connection and a computer work-station.

Faculty studies are renovated as needed when occupancy changes. The Facilities Department determines the appropriate wall colors, carpeting, and window blinds or shades.

Faculty studies are equipped by the Seminary with the following furnishings and equipment: A desk, a desk chair, a computer work space, telephone, book-shelves, filing cabinets, waste basket, and up to three chairs for visitors. If suitable furniture is not already available in the Seminary inventory, the Business Office provides a selection of office furniture options from which a faculty person may make his or her selections. In addition, the Seminary provides basic office supplies; faculty secretaries assist with this process. Changes or additions to the study's furniture or arrangement may be requested in writing to the Dean of Academic Affairs; the approval of such requests will depend upon available budget money and the concurrence of the Seminary Director of Facilities and Construction, and such requests may necessarily be included in the budget projections for the next fiscal year.

In consultation with the Vice President for Information Technology and the Dean of Academic Affairs, the President establishes the guidelines for the computer systems, including printers, which are provided for each study.

Faculty studies are assigned by the President after consultation with the Dean of Academic Affairs and the Senior Vice President. In making these assignments, the following guidelines are taken into account:

1. When assigning studies to new faculty or in response to requests from faculty to change studies, the President takes into account the following factors:
  - 1.1 Faculty rank;
  - 1.2 Seniority on the Faculty;
  - 1.3 Length of time a colleague has registered interest in moving to another study;
  - 1.4 Size and proximity of studies in seminary-owned homes.
2. Clustering of faculty studies by departments is to be achieved where feasible.
3. The Office of Academic Affairs announces the availability of faculty studies whenever appropriate. Faculty wishing to change studies may submit a request to do so at any time, and the Office of Academic Affairs maintains a list of those who have submitted such requests.