



SPACE NEEDS FOR NEW FACULTY APPOINTMENTS

POSITION INFORMATION	
Department	input department name
Field	input field of new faculty request
Rank	input rank of new faculty request

QUESTIONNAIRE	
(1)	What space is needed for the new faculty member? please select from the dropdown menu
(2)	Please describe any special accommodations needed for space. (e.g., specialized equipment) input description of special accommodations (if applicable)
(3)	Is space currently available? please select from the dropdown menu
(4)	If space is available, please provide the following information. If not, please go to question 5.
(a)	Location of space (building and room numbers). input building and room number(s)
(b)	Total square footage of available space. input total available square footage
(c)	Will anything be displaced in order to make room for the new faculty appointment? please select from the dropdown menu
(d)	Please describe what is being displaced and where the displaced items are being located. input description of what is being displaced and relocation (if applicable)
(e)	Does available and/or displaced space need to be renovated? please select from the dropdown menu
(5)	If no current space is available, please provide estimated square footage needed. Please note that the College may not be able to accommodate additional space beyond what is currently allocated to your department. input square footage needed
(6)	Additional comments or notes. input additional comments or notes (if needed)

Please contact Dawn Reynolds at 8-4029 or dreynolds@miami.edu should you or your department manager have questions or need assistance.