**Scheduling Procedures for**

**College of Arts and Sciences**

**Department of Political Science**

**541-346-4864; polisci@uoregon.edu**

This document provides scheduling procedures and guidelines for spaces controlled by the College of Arts and Sciences (CAS) Department of Political Science. As of Fall 2018, these spaces include Prince Lucien Campbell Hall (PLC) 905 and 908.

These procedures are intended to support departmental users and non-departmental users in scheduling events. The procedures outlined below will be applied in a viewpoint neutral manner, regardless of anticipated perspectives or positions to be expressed at the event.

**GENERAL INFORMATION**

The Department of Political Science (PS) has a significant interest in preserving its limited space and employee resources, and must accordingly balance this interest with requests for use of department-controlled spaces.

In order to preserve scheduling flexibility, department meetings and academic classes have scheduling priority over other activities. Requests can be denied in order to preserve flexibility for priority activities or due to staff availability. All reservations are subject to being moved or cancelled if a space is needed to accommodate a department activity or academic class, or if the event interferes with regular University or departmental business functions.

Department controlled spaces are primarily used for Political Science seminars, workshops, meetings, events, staff projects, interviews, graduate student presentations, confidential consultation, undergraduate make-up exams, honors program events, and comprehensive exams. Space cannot be reserved by student groups, students, other UO departments or employees, or unaffiliated users.

Space shall be reserved according the following priorities:

1. PS meetings
2. PS academic classes, seminars, and workshops
3. PS academic activities
4. PS events
5. PS staff projects
6. PS graduate employee meetings
7. PS graduate student council meetings
8. PS faculty sponsored student organization meetings (must be reserved and attended by the faculty sponsor)
9. PS graduate student study sessions
10. PS faculty for Honors College theses defense
11. Other UO Department or staff meetings (must be approved and scheduled by the Department Manager)

Use of Political Science space shall:

* Advance the mission of the University and not be in conflict with, infringe upon, or delay campus or departmental operations.
* Conform to federal, state, and local laws including University of Oregon policies.

Use of Political Science space shall not:

* Be conducted in a manner that violates federal, state, or local law.
* Be conducted in a manner that violates applicable fire and safety regulations.
* Disrupt the educational, research, or administrative functions in nearby spaces.
* Impinge upon the use of the space for instruction, research, or departmental functions which take precedence.
* Be used in any manner that is inconsistent with the University’s tax-exempt educational institution status.

### USER TYPES AND APPOVED ACTIVITIES

### Political Science Staff

### PS staff schedule and use space for departmental activities related to their position duties. Staff may assist other approved user types in scheduling space.

### Political Science Faculty

### PS faculty schedule and use space for departmental, instructional, research, and service related events. Faculty may reserve space for student organization meetings, if that faculty member serves as the organization’s faculty advisor and will be present at the meeting. Student organizations include: ASUO recognized, UO registered, and Department recognized groups. PS faculty may also schedule for an Honors College student thesis defense, if they are the thesis advisor or reader.

### Political Science Graduate Employees (GE) and Graduate Students

PS GEs may schedule space for meetings or activities related to their GE duties. PS Graduate Council may reserve space for council meetings and meetings with the PS graduate student body. All other activities must be approved by the department manager.Email your request to polisci@uoregon.edu.

### UO Departments

UO Departments may request to use space through the department manager. Email your request to polisci@uoregon.edu.

**SCHEDULING**

PS faculty, staff, and graduate students may reserve space on the calendars posted in PLC 936. Include name, start, and end time. Activities must align with uses and priorities listed above. Calendars are generally not posted until one month prior to an upcoming term. PS faculty and GEs may call or email the department office to request assistance in scheduling department-controlled space; 541-346-4864; polisci@uoregon.edu.

Space may only be reserved for activities held on weekdays with start times between 8 a.m. and 4 p.m. Faculty and staff are the only user types that may schedule a start time outside of these operating hours. On those occasions, the person scheduling the activity is responsible for providing access to the space and ensuring the space is locked.

PS faculty and staff may schedule recurring activities (i.e. bi-weekly, weekly, or multiple sessions for the same purpose). All other users interested in scheduling recurring activities should consult the department manager. Recurring activities will rarely be approved, as they limit the flexibility to schedule priority activities.

In rare situations, due to factors beyond the control of the department, including, but not limited to weather conditions, unavailability of facilities due to physical damage, or mechanical breakdown of support systems, the department may cancel a previously scheduled activity or event.

# Use of Space and Equipment

Groups and individuals, including hosts, are responsible and accountable for the cleanliness and order of all spaces following their use, including the proper disposal of trash and recycling. The University of Oregon and the Department of Political Science support sustainability activities on campus. Recycling containers can be found at the west side of the hallway.

Staff can offer limited support, including support for AV equipment. It is the user’s responsibility to test their equipment with the room equipment in advance, to know how their computer operates, and to contact UO Tech Support for assistance if issues arise. A list of AV equipment is available in PLC 936.

To gain access to a space, come to the department office in PLC 936 at the reserved start time. Groups and individuals, including hosts, are responsible for ensuring that the space is locked after use.

# EVENT PLANNING

### Posters and Flyers

Posting of signs and fliers inside buildings is under the control and direction of the department in charge of that space. Generally, material in department-controlled spaces and bulletin boards is restricted to material related to department activities. Requests for posting of other UO sponsored or UO related events can be made to the department office in PLC 936. All other posters will be removed.

## Event Set-up and Decoration

Furniture in department-controlled spaces is generally set and may not be changed. Any requests to change furniture configuration must be made in advance, and the department reserves the right to deny such requests. Department faculty may change furniture for a seminar, if they return the room to the original configuration after each session.

All decorations must be approved by the department manager prior to the event, and removed and properly disposed of by the end of the event.

**Food Service**

All food service must be pre-approved by the department manager and must comply with UO policy.

# FEES

 Although there are no room rental fees, we may charge fees to any group if extra cleaning is needed after the room use (e.g. the removal of trash left on furniture or floors, spraying clean the walls or furniture, shampooing carpets or if extra floor care is required).

# ACCOMMODATION

# The University of Oregon is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request a disability accommodation, contact:

# For students:

# The Accessible Education Center

# 5278 University of Oregon

# Eugene, OR 97403-5278

# Office: Oregon Hall, Suite 360

# P: 541-346-1155

# F: 541-346-6013

# aec.uoregon.edu

# uoaec@uoregon.edu

# Generally:

# Jen Mirabile

# Sr. HR Programs Coordinator

# 541-346-2195

# mirabile@uoregon.edu

#  APPEALS

Any user that seeks to challenge the application of these Procedures and Practices may appeal in writing within 10 calendar days of the decision to the Political Science Department Head.  The appeal should specify the Procedure or Practice challenged, and the requested resolution.