

## **Seating Policy for Graduate Students, Visiting Scientists, and Post Docs Food Science Building, Athens**

In many cases, there is limited seating available for graduate students, visiting scientists, and postdocs in the research laboratories of individual faculty members within the department in Athens. When available the assignment of these spaces is the responsibility of the individual faculty member assigned that lab space.

There are some rooms within the Food Science Building in Athens with desk space for individuals who do not have an assigned desk in a research lab. With several spaces on the 1<sup>st</sup> and 3<sup>rd</sup> floor we should be able to distribute the individuals close to their lab assignments. Students working with the food microbiologists do not have desks in the research labs but seating is available in Room 333 (7 desks total). The other rooms available for seating assignments and their seating capacity are:

Room 115 has 6 spaces	Room 117 has 6 spaces
Room 102 has 6 spaces	Room 319 has 3 spaces

### Assignment Guidelines:

1. Most graduate students are typically housed in their Major Professor's research laboratory. The exceptions are those working primarily in Rooms 344, 350B, 350E and 358 who are provided desk space in Room 333 for safety reasons.
2. Each faculty member in residence in Athens who typically has graduate students, visiting scientists, or postdocs under their supervision is entitled to at least 2 desks in either Rooms 102, 115, 117, or 319.
3. If an Athens Food Science faculty member has unassigned space, has no need for desk space for a period of time and it is needed by others, then the unassigned space will be assigned based on the immediate need. However, the faculty member originally entitled to the space retains bumping privileges in the event they are in need of the space at a future time.
4. Extra desks not allotted to individual Athens faculty members will be assigned based on need.
5. The Chairman of the departmental Graduate Affairs Committee will assign space based on the guidelines and maintain the records of desk assignments.
6. Graduate students, visiting scientists, and postdocs actively involved in laboratory research or with assigned teaching responsibilities under the supervision of Athens Food Science faculty and who do not have a desk provided in their research laboratory are eligible for space in either Rooms 102, 115, 117, or 319. Other items considered in the priority ranking if space is limited:
  - a. Graduate students with an established Advisory Committee with a Major Professor in Athens will be given a higher priority than new graduate students or Griffin students.
  - b. Graduate students and postdocs working with Athens faculty are given priority over visiting scientists.
  - c. If insufficient progress on research activities is reported by the Advisory Committee or project supervisor, then desk access to the individual will be revoked.
  - d. Space for short term visiting scientist (e.g., less than a month) and Griffin students will be provided when available. However this is a low priority compared to the other individuals in need.
7. A form is provided to request space. Complete the form and return it to the Chair of the departmental Graduate Affairs Committee.
8. The request will be honored based on the availability of space.
9. An inventory of who is using assigned space will be taken once a semester. If assigned space is not being used, it will be considered available for reassignment to others.

**Food Science Graduate Students, Visiting Scientists, and Postdocs**  
**Request Form for a Desk in the Food Science Building, Athens**

Name (print): \_\_\_\_\_

Name (signature): \_\_\_\_\_

Your Major Professor or  
Research Supervisor (print): \_\_\_\_\_

Your Major Professor or  
Research Supervisor (signature): \_\_\_\_\_

Is there unoccupied desk space in the research lab where you will be working? \_\_\_\_\_

Are you a:

- \_\_\_\_\_ Food Science M.S. Graduate Student
- \_\_\_\_\_ Food Science Ph.D. Graduate Student
- \_\_\_\_\_ Visiting Scientist in Food Science
- \_\_\_\_\_ Postdoc in Food Science

If you are a Graduate Student when do you expect to graduate? \_\_\_\_\_

If you are a Visiting Scientist or Postdoc when do you expect  
to leave the program? \_\_\_\_\_

Would you prefer to have a desk area on the 1<sup>st</sup> floor or the  
3<sup>rd</sup> floor of the Food Science Building? \_\_\_\_\_

Complete the form and return it to the Chair of the Graduate Affairs Committee.

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(Bottom portion to be completed by the Graduate Affairs Chair)

Name: \_\_\_\_\_

Room number assigned: \_\_\_\_\_

Desk number assigned: \_\_\_\_\_

Cabinet key: \_\_\_\_\_

Date desk is occupied: \_\_\_\_\_

Date desk is vacated: \_\_\_\_\_