


## The College of Social and Behavioral Sciences

|   |                             |                   |
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|  | Policy:                     |                   |
|   | <h3>Douglass 101 Usage</h3> |                   |
|   | Revision:                   | Effective:        |
|   | 19 September 1998           | 19 September 1998 |

### Policy

The Conference Room is available to be scheduled for the following uses, in order of priority:

1. Meetings called by the Dean or the Associate Deans or other Dean's Office staff.

These will include Heads' and Directors' Council, the Faculty Advisory Council, Intercom, the Student Advisory Council, the SBS Budget Advisory Committee, the Curriculum Committee, SBS Promotion and Tenure Committee, SBS Continuing Status and Promotion Committee, SBS Sabbatical Advisory Committee, SBS Advisors' Council, the Grade Appeal Committee, the SBS Diversity Action Council, and other ad hoc SBS committees.

2. Meetings and designated classes convened by Latin American Studies, including the Brown Bag Series, faculty meetings, committee meetings, graduate seminars, and LAS 495A and LAS 596A.

3. Linguistics Department meetings.

4. Special receptions and functions held by other SBS units for which an attractive conference room is needed.

5. Meetings of university-wide committees on which the Dean or Associate Deans serve as members, and for which the Dean or Associate Deans request use of the conference room.

6. Other functions only with the advance approval of the Dean or one of the Associate Deans.

As a general rule, in order to preserve the furnishings in the room, we will try to minimize the number of functions at which food and beverages are served, and we will not permit the room to be used as a regular classroom (except for the designated Latin American Studies courses listed above). Once a function has been scheduled in the conference room, it will not be bumped, even by a higher-priority user, except in extraordinary circumstances.

## **Knowledge**