

# Regulations for the Management of Space Usage of the School of Forestry and Resource Conservation, National Taiwan University

## Article 1

These regulations are established by the School of Forestry and Resource Conservation of National Taiwan University (hereinafter referred to as "the Department") to effectively utilize space and enhance overall resource use efficiency.

## Article 2

To improve the quality of space usage, each full-time faculty member shall have an individual office that is not shared with other faculty members.

## Article 3

The use of space by retired faculty members shall be handled in accordance with the relevant university regulations. The Department office shall manage any vacated space until a new faculty member is appointed.

## Article 4

To ensure the availability of usable space, new faculty members shall, in principle, use the space vacated by their predecessor. However, if the space is excessively large or insufficient, adjustments shall be proposed and decided through a Departmental Affairs Meeting.

## Article 5

Any disputes regarding existing space usage shall be submitted to the Departmental Affairs Meeting for resolution.

## Article 6

Changes in space users within the Department must be approved by resolution at a Departmental Affairs Meeting before they may take effect.

## Article 7

The Department's space usage shall be reviewed at the end of each academic year to avoid idleness or underutilization.

## Article 8

Any matters not covered by these regulations shall be handled in accordance with other relevant University regulations.

#### Article 9

These regulations shall take effect upon approval by the Departmental Affairs Meeting. The same applies to any amendments.