

# Faculty Appointment Furniture Guidelines

## Tenure-Track and Tenured Faculty Appointments

Tenure-track faculty will generally be assigned an office furnished by the department. Upon starting, if there is something that is lacking from the office, (e.g. desk chair, table, storage), or if there is a unique ergonomic need, the furniture manager will meet with the faculty member and order what is needed. If the assigned office is not furnished, the department can request the support of the furniture manager to work with the new faculty member to refresh and furnish the office according to the furniture guidelines and building standards.

New tenured appointments may choose new furnishings for their office from the furniture guidelines and standards. Faculty promoted to tenure will have the opportunity to request new or additional furniture pieces to supplement any furniture already purchased for them.

### Office Fit-Outs Can Include:

Selection of furniture within guidelines established for cost, quality and manufacturers; and refurbishment of aspects of the physical office space, (details below).

- For new furniture, preference is given to furniture available from Harvard's preferred vendors for cost, warranty and durability issues. Our preferred vendors represent Herman Miller, Knoll and Steelcase products and many other ancillary product manufacturers.
  - Typical furniture selections include:
    - Desk
    - Desk Chair
    - Sofa
    - Guest chairs
    - Coffee table
    - Small meeting table w/chairs
    - Files and Storage
    - Task lighting
  - We will not purchase custom furniture.
  - Each office will have the option for either soft seating, (sofa and chair) or meeting table and chairs depending on space and office layout  
Ergonomics is taken into consideration. Adjustable height desks, adjustable desk seating, keyboard trays and monitor arms are all available according to need and preference.

Improvements to refresh the physical office space may include:

- New Paint (from Building Standard Color Selection)
- Flooring (if required, from Building Standard)
- New ceiling lighting, (if required, from Building Standard)
- Window Treatment (if required, from Building Standard)
- Installation of glass board, chalk board or white board
- Wall shelving with standards and brackets installed in locations per faculty member's needs. Shelving finish choices will include and be compatible with building standard finishes: White laminate, stained wood, and painted wood.

Faculty Office Fit-outs will **NOT** include:

- Removal of ceiling tiles to expose decking
- New wood floors
- Specialized light fixtures
- Decorative rugs
- Artwork acquisition or framing of existing artwork
- Decorative lighting
- Appliances, (coffee makers, toasters, refrigerators, etc.)
- Custom built-in bookcases
- The purchase and ongoing maintenance of audio and visual equipment in the office including special wall mounted monitors. The renovation budget may cover the cost of infrastructure and installation of AV equipment, but department operating budgets, and/or the faculty member's own research budget, are responsible for ongoing maintenance or replacement over time