



**Research Assistant (RA) Study Space
Allard School of Law
Space Allocation Guidelines**

Purpose

The purpose of the RA Space Allocation guideline is to ensure designated RA space in Allard Hall is fairly and equitably allocated. This policy also further defines the guidelines surrounding Research Associate’s space, as outlined in the Guidelines on Office Allocation for the law school.

Definition of a RA

A registered JD or law graduate student, working with a full-time law faculty member, who has received research funding. The RA-ship can be paid or unpaid.

Allard Hall RA Designated Space Outline

There is one quiet study room designated for RAs in Allard Hall with 7 work stations:

Room 426

426A
426B
426C
426D
426E
426F
426G

Guidelines for Yearly Allocation

The allocation of available RA space will be based on lottery for each applicable term, for the available durations within each term. The available durations of each term are:

Summer	May – August	4 months
Fall/Winter	September – April	4 or 8 months

Procedural Guidelines

Prior to the start of the summer and fall terms, the Administrator will make a call to law faculty for a request for RA space. Faculty will respond directly to the Administrator with the following information:

- name of the project
- number of months required in each term (within the available durations)
- number of desks being requested

If written requests equal the number of desks available, each request will receive one desk. Desks will be distributed to faculty members directly in the faculty member’s name. If requests exceed the



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number of desks available, priority will be given to law faculty PIs with research grants flowing through the law school.

If faculty members are assigned one desk but have multiple RAs, the faculty member is asked to decide whether they wish to designate the desk to one RA or share the desk amongst multiple RAs. No more than 3 RAs should be assigned to one desk.

If fewer than 7 requests are received, all efforts will be made to accommodate faculty with more than one desk request.

RA Room Rules and Desk Use:

When a faculty member has been assigned a desk, the faculty member will send the RA's information to the Administrator to provide access. Access will be provided for the approved duration.

The RA room is for quiet, focused research and work. Books and research materials can be left in designated spaces for the allocated period. No personal items should be left in and or around the desks or in the common spaces of the room. No food is allowed in the RA room.

When allocated periods come to an end, RAs will be given one week to clear the desk and room of any research materials. Any items left after one week will be recycled or confidentially shredded as necessary.

Updated: November, 2024

A handwritten signature in blue ink, appearing to read 'Ngai Pindell'.

Ngai Pindell
Dean, Peter A. Allard School of Law