

CVM Office Allocation/Relocation Policy	
Date approved by TUCVM Dean	
Date for Next review	September 1, 2021
Compliance Lead	Director of Veterinary Operations, TUCVM
Agreed Policy file name	CVM Office Relocation Policy
Agreed Policy Location	
Agreed Policy Location	One Drive/Filemaker

CVM Office Relocation Policy

1. Introduction

- 1.1 The CVM Office Relocation Policy applies to all CVM faculty and staff office assignments.
- 1.2 This CVM Office Relocation Policy is designed to systematically capture and record all offices assigned allocated to faculty and staff throughout the CVM.
- 1.3 The CVM Office Relocation Policy may be amended, withdrawn, suspended or departed from at the discretion of the CVM.

2. Procedure for Office Allocations

- 2.1 Office allocations are assigned through the Office of Veterinary Operations and all requests must be submitted to and approved by the Dean of the College.
- 2.2 An Office allocation request form must be completed by the Department Head/Direct Supervisor and submitted to the Office of Veterinary Operations for review and confirmation of office availability.
- 2.3 Once the office availability is confirmed by the OVO, the Office Allocation form is submitted to the Dean for a final signature and approval.
- 2.4 Upon the Dean's approval, the office move will be coordinated through the Office of Veterinary Operations and will include the following:
 - Furniture relocation
 - IT support coordination
 - Key assignments and allocations

3. Data Collection and Record Keeping

3.1 Once all documents have been submitted and all requirements to support the office move finalized documents records will be updated in the CVM database to record the new office allocations.