Office Lottery Procedure

1. Offices are allocated by seniority. A random, stratified (by year in program) ordering of students will be made. Students will be allocated to one of 5 groups: Year 1, Year 2, Year 3, Year 4, and Year 5+. Students staying beyond their 5th year will be treated as a 5th year student.

2. Lists of the individual draw order will be published June 4th, 2010. Everyone receives an individual draw number. AFTER receiving the individual draw orders, students can decide to squat, pair, or triple up:
   - Those “squatting” will be removed from the draw and retain their current office space. TO SQUAT YOU MUST WRITE YOUR NAME ON THE LIST ADJACENT TO THE ELEVATOR BY June 9th 2010 @5pm. AFTER THAT TIME NO CHANGES ARE ALLOWED
   - Squatting is only permitted in your “official office” (See Addendum for more details)
   - Students deciding to squat can NOT pair or triple up.
   - Students deciding NOT to “squat” can designate whether they want to pair up for offices (or triple up) or not. TO PAIR OR TRIPLE UP YOU MUST WRITE YOUR NAME ON THE LIST ADJACENT TO THE ELEVATOR BY June 9th 2010 @5pm. AFTER THAT TIME NO CHANGES ARE ALLOWED
   - Students who decided to pair up will receive the better of the two students’ draws
   - Students in triples will receive their median draw (the middle draw number)
   - Those that do not pair up will have only their number

3. After students have received their lottery numbers and had an opportunity to squat/pair up, the PhD association will post the list of pairings, squatters, and available offices by 9am June 10th.

4. The office draw will occur on June 10th @noon in the lounge. In the past things have moved very fast and it is all over within 30-45 mins, so please form your preferences before hand. All those not present will need to designate a proxy or will be reassigned their existing office if available and if not the “best available” office, where “best available” is determined by the discretion of the PhD Association.
   - TO DESIGNATE A PROXY YOU MUST WRITE YOUR NAME AND YOUR PROXY’S NAME ON THE LIST ADJACENT TO THE ELEVATOR BY June 9th 2010 @5pm. AFTER THAT TIME NO CHANGES ARE ALLOWED

5. At the time of their specific draw, pairs of students can decide to “split up” with each of student receiving their original draw numbers

6. Triples of students can also split up into 2-1 or 1-1-1, whereby they will draw according to their original numbers – the top student from the triple will draw before the median one – but at this spot. Note that if the group splits up the top student will be worse off as he draws immediately before the group’s median. For Example:
   - If three students triple up and get ranked #5, #9, and #25, they will draw in the #9 spot as a group
   - At this point, if they decide to split up, #5 will draw at this #9 spot, then #9 will draw right afterwards, #25 will then draw in the #25 spot
   - If they split up into 2-1, they cannot draw earlier than the #9 spot (i.e. the median) – the pair will draw at their max, but not earlier than #9
Rules (incentives) for Officers

1. As in the past, PhD association officers are placed at the top of the year before them in the draw.
2. If any member of the PhD association has not planned a minimum of 5 social events during the year (including summer) his/her squatting rights are forfeited. President, Vice President, and Treasurer are exempt from this rule
3. If an officer pairs with any student below him in seniority (i.e. a 3rd yr officer pairs with a 2nd year) the officer forfeits the benefit described in item #1 of this Section.

Addendum

1. Unofficial ex post trades are allowed. All allocations resulting from ex post trades are considered unofficial. Your “official office” is the one assigned you during the lottery proceedings. You must inform the office lottery coordinator if you wish to trade. Squatting rights are NOT transferable. The original occupant maintains squatting rights. For example if a 5th year trades his window office (Office A) with a 3rd year (Office B). The 3rd year student does not have squatting rights to Office A, but continues to have squatting rights to Office B.
2. Any disputes or special circumstances not covered by the aforementioned rules will be decided by a majority vote by the current PhD Assoc. If a majority is not reached either because of a tie, or because members are unavailable, the office lottery coordinator has sole authority to resolve the issue.
3. By participating in the office lottery, you consent to all of the aforementioned rules. If you wish to opt-out of the office allocation process you can email the office lottery coordinator. You will not be assigned an office.