

Faculty Office Furniture Policy

November 2022

This document replaces the previous policy from July 2015 reflecting the new Manhattanville Buildings.

Columbia Business School provides standard furniture to all full-time faculty, this normally includes an adjustable desk, adjustable chair, file cabinets, and bookshelves, conference table and guest chairs. Sofas and loveseats are not allowed in private offices.

In rare instances where such furniture is not already in stock, or if multiple options are in stock, Operations staff will offer the faculty member the opportunity to select from among standard faculty office configurations.

If a faculty member requires a medical accommodation that the standard faculty office set up does not provide, they should request a review by submitting a doctor's letter to the University's accommodations office via leavemanagement@columbia.edu.

The University will inform the Business School what accommodations are required, and the School will facilitate and pay for purchases that provide the accommodations from approved University vendors in standard faculty designs and finishes.

For fire safety, human resources, aesthetic, and equity reasons, the School does not allow employees to bring non-university owned furniture into the buildings.