POLICIES AND PROCEDURES

FACULTY OFFICE SPACE ALLOCATION

I. Policies Presently in Place That Address this Topic

A. Mission Academic Senate resolutions:

Passed April 3, 1986

"...the Mission College Academic Senate continues to support the concept of integrating interdisciplinary faculty within the division areas; and

...supports the concept that the faculty have the right to retain their current office location"

note exceptions: Division Chairs right to single office try to keep Dcs in one of 4 large "dean" offices at location close to main assignment and their faculty and staff.

Passed May 25, 1989

"The Mission College Academic Senate recommends that when an office becomes available in an area where there is no counselor, that a full-time counselor be assigned to that vacant office based on seniority in the counseling area, and all other remaining office spaces be allocated on a seniority basis for full-time faculty."

note exceptions: there are 4 counseling offices, one in each wing, those should be kept for counselors, others not private enough.

Passed January 28, 1999

"In the spirit of encouraging a mixture of new faculty with veteran faculty, the Mission College Academic endorses and reaffirms the resolution passed by the Senate on April 3, 1986, and the motion passed May 25, 1989, regarding the placement of faculty in the institution."

Passed March 11, 1999

The policy shown below was passed by the Academic Senate and will be put into place Spring semester, 1999.

B. ACE contract language

No contractual language guarantees full -time faculty an office however the ACE contract does have language in the appendices in the job descriptions for faculty (instructional and non-instructional) that requires faculty to hold set office hours. The implied policy then would seem to be that full-time faculty would have an office. A similar situation exists for associate faculty although the requirement for office hours is not included in the job description sections but rather in the salary schedules.

II. Office Space Assignment Guidelines

- All full-time faculty should have an assigned location which will constitute their "office". Not all offices are equal and the majority at any given time are likely to be shared with one or more faculty or staff.
- Division Chairs have a right to a single office space, preferably close to the
 Administrative Assistant who supports them and to the faculty in their division.
 Offices for Division Chairs will be assigned prior to establishing the seniority list for assignment of offices to all other faculty.
- Four private offices shall be reserved, one in each wing of the main building, for full-time counseling faculty. Division Chairs do not have the right to the four private counseling offices.
- Once assigned, a faculty member's office will not be changed except:
 - a. voluntarily, at the faculty member's request, OR
- b. when college needs are so critical that their existing space must be changed and then only with the consent of the Office of Instruction.
- If a faculty member's office is involuntarily moved their name will immediately be added to the top of the list (become the most senior) of faculty desiring new offices so that they have first choice on offices as they become available within the year.
- Associate instructional and non-instructional faculty may use the office spaces set aside in the Part-Time Center in SE2 of the main building or other shared spaces as available within the various areas.
- Each office shall be furnished with the following furniture/equipment:

desk chair file cabinet &/or bookshelves

A computer will be furnished for each office as available.

Note: most faculty have computers and are networked, however, the college does not guarantee they will have one immediately. Nor can the college guarantee the most current models. A list of which faculty desire/need computers or wish to upgrade their computers is maintained by the Dean of Technology and is used to distribute them in an organized fashion.

III. Suggested Revision to Existing Office Space Assignment Committee

The following policy was approved by the Academic Senate in the Spring semester, 1999 and used the Office of Instruction as the data collection office and the Vice Presidents of Instruction and Student Services as the facilitators for the process. Modifications are now being forwarded to the Academic Senate because the facilitator of the process has been changed to the Dean of Administrative Services and the Vice President of Student Services with the data collection office being the Office of Administrative Services. No other changes are being suggested in the process.

Suggested changes to the policy are underlined.

The present committee that assigns offices from March through July of each year consists of the <u>Dean of Administrative Services</u>, the Vice President of Student Services, a classified representative and 1-3 faculty representatives (<u>one of whom will be the Facilities/Safety Committee faculty co-chair)</u>.

Note: in the past the faculty reps have been Division Chairs, but the Senate could appoint volunteers also.

From August to March the two administrators assign offices in accordance with the guidelines above.

Note: the intent is that all offices are assigned prior to the end of the spring semester when the full-time faculty leave for summer break. Given the lateness of some retirements or other unexpected resignations offices may become open over the summer which are then assigned by the committee. Between August and March there are usually only one or two faculty that need offices so it does not require a committee to place them (choices are very limited by then.) Committee members are (Dan, Worku or Jim Burrell, classified rep, faculty rep either senate or DC)

IV. Process and Timeline

3rd week of March	The Facilities/Safety Committee and the
ora wood or march	Office of Administrative Services will
	identify all vacant offices in Mission's
	buildings.
1st week of April	The Facilities/Safety Committee via the
1st week of ripin	Office of Administrative Services will
	notify all faculty that they may request new
	office space and identifying those offices
	that are either currently available or will
	become available (if the latter is known
	and can be shared).
3rd Thursday of April	Deadline for submitting a request for a
3rd Thursday of April	change of office to the Office of
	Administrative Services for this cycle.
Ath week of April	Identify seniority ranking of faculty
4th week of April	requesting office space and begin working
	to match available spaces with faculty
	giving most senior faculty first choice of available offices.
	Note: Faculty have the right to retain their
	current office location as per Academic
	Senate motion dated 1/28/99. However,
	under special circumstances they may be
	asked to trade or move locations to
1.0	accommodate pressing college needs.
end of spring semester	Complete assignment of offices if possible.
	If some full-time faculty still have not been
	assigned an office and do not wish any of
	the available offices, assign remaining
	offices to new full-time faculty by order of
	seniority (hire date if seniority number not available).
	Maintain a list of faculty desiring a change
	in office space so that as new vacancies
	become available they can be offered to the
	faculty.
	Unless there are extenuating

	circumstances, vacant offices shall be assigned to the most senior full-time faculty as they become available thereafter over the summer. Failure to be able to contact an instructor shall not be sufficient cause to hold a vacant office for longer than 3 weeks over the summer if there are additional faculty, new or tenured that are waiting a decision on obtaining an office. If a faculty member knows that they will be unavailable over part or all of the summer, they may indicate in writing to the Office of Instruction, a proxy that will make a decision in their place. Mail, phone, e-mail will all be utilized over the summer to try and ensure that most senior faculty are given first option of relocating offices as space becomes available.
August of next year	Notify all staff of new office locations.

Adopted by the MC Academic Senate March 2, 2000