

## Office Assignment Procedures

These procedures give general criteria to be followed in determining office location; however, office assignment is ultimately the responsibility of the Academic Senate President (AS) and exceptions may be necessary as determined by the President. Exceptions determined by the President may be appealed to the Academic Senate

### Classification of Offices

Each faculty member is assigned one office space by the Academic Senate President. No faculty member is entitled to more than one office space. Faculty members do not have the authority to offer or assign their offices to any other individuals, or trade offices with other faculty members. Any change in office assignment must be made through the Academic Senate president.

Faculty offices are classified as belonging to one of two categories:

**Category 1:** general-purpose offices

**Category 2:** offices designed for a specific discipline and/or function.

If an office designated as Category 2 is unoccupied for one year, it will revert to a Category 1 office unless the department requests and is granted an extension by the AS President.

Faculty offices are also classified as single-person or two-person.

The Academic Senate will maintain a list of faculty office spaces, including their classification by category and their status as one or two-person offices. Designation of offices as Category 2 must be approved by Academic Senate. To preserve flexibility in office assignment, designation of Category 2 offices should be made only where clearly justified.

### Single-person Offices

1. Any office under 110 square feet should be declared a single-person office. Offices under 110 square feet which currently have two occupants will become single person offices whenever one of the current occupants leaves the office. Measurement of offices will be made by the Director of Facilities. Any faculty member who disagrees with the measurement has the right to have their office re-measured in their presence.

2. Any office which is over 110 square feet is a two-person office, unless officially designated a one-person office. Designation of a one-person office may be made by agreement of the Vice-President of Instruction and Academic Senate President (in consultation with AS), if they agree that one or more of the following conditions holds true:

- the office is physically unable to accommodate the minimum required equipment of 1 desk, 1 office chair, 1 student chair, 38" depth of file storage space, and 10 linear feet of book storage per instructor.
- the Health and Safety Committee has recommended that the office be designated a single-person office.
- the ADA Compliance Coordinator has recommended that the office be designated a single-person office. If the recommendation is specific to an instructor, the office will revert to a two-person office when vacated by the instructor.
- the office needs to be single person because of specific programmatic needs (e.g., the office of a program coordinator or director who must hold regular confidential meeting). Lead instructors of programs are not generally considered to be program directors or coordinators.

## Two-person offices

Faculty in two-person offices should share space equitably. Neither faculty member should occupy more than half of the available space.

### **Assignment of offices**

1. **(by March 15)** Academic Senate considers requests for reclassification of existing offices and classification of new office spaces.
2. **(by March 30)** The Senate President determines which office workstations will be vacant during the coming academic year and publishes the list. Office workstations are declared vacant with the following priorities:
  - a) Retiring faculty or newly converted office spaces.
  - b) Applicants retain office rights and access during their sabbatical leave. However, when office space is at a premium, applicants may be asked to share their office when they are away and to clear out sufficient workspace (desktop and drawer, bookshelf space, and at least one file cabinet drawer) before embarking on their sabbatical leave.
  - c) Not applicable.
3. **(by April 15)** Faculty members who wish to change offices fill out forms listing first and second choices for offices. Department chairs put in office requests for new faculty positions. All requests will be retained for the duration of the office request cycle and will be considered in each round of requests according to the criteria specified below.
4. The Senate President develops a proposed list of office assignments based on the following criteria:
  - a) No faculty member already in an office will be arbitrarily moved from it. (A faculty member going on district approved leave does not lose their office). The only exception to this criterion is in the case of a Category 2 office (see item 4c below).
  - b) **Category 1:** General-purpose offices. If two or more faculty members request the same vacant general purpose office space, the most senior member's request will be honored. (Note: "Seniority" in this document means seniority for full-time faculty as defined by the district.)
  - c) **Category 2:** Offices designed for a specific discipline and/or function. This category includes offices which are designed with line of sight to a classroom or lab, or are immediately adjacent to a lab, performance space, or other specialized facility. These offices are designated for faculty members in the specific program for which the office was designed. If such an office becomes vacant, the request of the most senior member in the program will be honored. If no one from the program requests the office and it is requested by a member or members outside the program, the most senior member's request will be honored. However, if at a later time there is a request from a faculty member within the program to occupy the space (and there is no other available space in the office), the faculty member currently occupying the office will be informed by the Academic Senate President and must request a new office assignment. This provision does not apply to faculty who were assigned such offices prior to January 1, 2005; they have "squatter's rights" and will not be moved from the office without their consent.
5. **(by April 30)** The Senate President publishes the working list to the Senate and initiates a second round of requests. Only offices which were not available during the first round of requests can be requested during the second round. If the second round of requests results in additional office vacancies, the Senate President will publish the vacancies and initiate additional rounds of requests as she or he deems appropriate to ensure the process is as transparent as possible. Each additional round of requests will be open for a minimum of 72 hours. Offices being vacated need to be done so no later than June 30.
6. **(by 2nd Senate meeting in May)** Final list is presented to Senate for approval.
7. **(by June 30)** All faculty who have been approved to vacate their offices should do so before June 30th.