Hartnell: Faculty Office Assignments

I. Policy
It is the policy of the College to provide full-time faculty with properly maintained office space that includes, at a minimum, a desk, drawers, a desk chair, shelving, computer, telephone, and a locking door. Office space may be individual or shared. Office space shall be maintained in accordance with applicable safety rules and regulations. The assignment of office space, appropriate furniture, and equipment is the responsibility of College administration, in concert with the priorities and procedures specified in this policy.

A. Priorities for space assignments must reflect the needs of the College.
B. Assignments occur with input from the appropriate Vice President, Human Resources, and Deans.
C. Attempts are made to house all members of a department as closely as possible.
D. Allocation priorities are based on seniority of rank and years of service.
E. Individual faculty members within or between departments may not arrange trades.
F. The office space assignments take place under three circumstances:
   1. Following the initial hiring of faculty;
   2. Following creation of a new office space or vacancy of previously occupied office;
   3. As part of an administrative move involving special changes.

II. Procedure:
Following creation of a new office space or vacancy of a previously occupied office:

A. An announcement by the appropriate Vice President is made to faculty indicating the impending availability of office space, requesting indications of interest, and announcing a deadline for the expression of such interest.
B. Office assignment requests for the Fall semester are submitted by faculty to the appropriate Vice President before the April 1 deadline. Requests for the Spring semester are submitted before October 1.
C. Requests are forwarded to an ad hoc committee consisting of the appropriate Vice President and representatives from Human Resources, Facilities, Information Technology, Academic Senate, and relevant departments.
D. Priorities for assignment of faculty to vacant office space by the ad hoc committee are as follows:
   1. Faculty displaced from a prior office by administrative action;
   2. Faculty with demonstrated need;
   3. Faculty with highest seniority (greatest number of years on faculty).
E. Faculty may decline an available office and remain on the request list.
F. Appeals are submitted to Area Dean for consideration and further action.

11/8/13: dk, ns-b, tjp
12/11/13 Revised by AAC