

Hartnell College Faculty Office Relocation Request

(Full Time Faculty Only)

I. Policy

Hartnell College will provide full-time faculty with properly maintained office space that includes, at a minimum, a desk with drawers, desk chair, shelving, computer, telephone, and 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 the College administration in accordance with the priorities and process specified in this policy.

A. Assignments occur with input from the appropriate Vice President, Human Resources, and Deans.

B. Allocation priorities are based on a faculty member's demonstrated need, years of service, seniority of rank, and housing members of a department as closely as possible.

II. Process

Offices will be assigned after creation of a new office space or vacancy of a previously occupied office, according to the priorities stated in I (B). The office assignment process will take place as follows:

A. The Vice President of Academic Affairs will make an announcement to faculty indicating the impending availability of office space(s), requesting indications of interest, and announcing a deadline for the expression of such interest. The deadline to submit your request will be Oct. 15th and Mar. 15th of each year.

B. Office requests will be forwarded to a committee consisting of at least one Human Resources representative, one Manager, one representative from Information Technology, and at least one Faculty member. The committee will make the initial office assignment decision following the priorities stated in I (B), above.

C. Faculty may decline an available office and remain on the request list.

D. Available offices will be assigned to faculty using the priorities set forth in 1 (B).

E. Appeals of office assignment decisions are submitted to the appellant's Area Dean for consideration and possible further action. The appellant's Area Dean may supersede the committee's decision in the interest of fairness.