**POLICIES AND PROCEDURES**

**FACULTY OFFICE SPACE ALLOCATION**

# Office Space Assignment Guidelines

1. All full-time faculty should have an assigned office. Not all offices are equal, and an office may be shared with one or more faculty.
2. Department chairs have a right to a single office space. Confidentiality must be ensured. Students and faculty have a reasonable expectation to privacy while interacting with the department chair. (See I.G. below) It is the responsibility of the department to make one of its assigned single offices available to its chair.
3. A neighborhood shall be defined as a cluster of offices in close proximity that is occupied by a majority of faculty from any given department or division.
4. When an office becomes available in any given neighborhood, faculty with disciplines located within that neighborhood should be assigned to that office whenever possible. Assignments will be based on seniority within those disciplines/departments, unless there are extenuating circumstances. For example, if an office currently occupied by a non-math faculty in the math neighborhood becomes available, that office shall be assigned to a math instructor not currently housed in the math department.
5. Once permanently assigned, a faculty member’s office will not be changed except
	1. voluntarily, at the faculty member’s request, OR
	2. when college needs are so critical that their existing space must be changed and then only with the consent of both the Mission College Academic Senate and the Office of Instruction.
6. When an office is temporarily assigned to a full-time faculty member, the Office of Instruction must clearly inform that member of the temporary nature of this allocation at the time of assignment; all efforts will be made, in a timely manner, to find a permanent office for the faculty member.
7. Bumping is discouraged; however, in the event that it becomes necessary (see I.B. and I.E.b. above), for example, due to a change in a department chair assignment, then a faculty member with the least seniority in that neighborhood shall be relocated and that office relinquished.
8. If a faculty member’s office is involuntarily relocated (see I.G.), that faculty member’s name will be added to the list of faculty desiring new offices as they become available. Seniority within a neighborhood will continue to apply.
9. In the event that faculty are on banked leave, either regular or pre-retirement, those faculty members may be asked whether their offices could temporarily be used to house another faculty member, should the need arise.
10. Associate faculty will have designated spaces within the various buildings on campus. The associate faculty space will be equipped with computers, printers, copiers and scantron machines. This space will include enclosed offices so that associate faculty can meet with students and ensure instructor/student confidentiality. Whenever possible, associate faculty offices and centers should be in their respective neighborhoods. In addition, lockers will be made available to associate faculty whenever possible.
11. Each office shall be furnished with the following furniture/equipment:
	1. Desk
	2. Chair
	3. File cabinet and/or bookshelves
	4. A computer will be furnished for each office
	5. Access to a shared printer within the neighborhood.

Note: Office computers will be periodically updated using the guidelines from the college technology refresh plan.

# **Facilitation of Office Space Assignment**

The Office of Instruction will assign offices in accordance with the guidelines above and will ensure that these guidelines are followed in a timely manner.

1. All vacant offices throughout the campus that are either currently available or become available will be identified (if the latter information is known and can be shared).
2. All faculty will be notified that they may request new office space as these become available.
3. The Office of Instruction will identify seniority ranking of faculty requesting office space and work with faculty to match available spaces, giving most senior faculty first choice of available offices within their designated neighborhood. (Hire date can be used for new faculty if seniority number is not yet available).
4. Office of Instruction will maintain a list of faculty desiring a change in office space so that new vacancies can be offered to those faculty with seniority as they become available.
5. Unless there are extenuating circumstances, vacant offices shall be assigned to the most senior full-time faculty within the division or neighborhood as they become available 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 to be assigned 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, and e-mail will all be utilized over the summer to try and ensure that most senior faculty are given first choice of available offices within their respective neighborhoods.
6. The Office of Instruction will notify all staff of new office locations on or before Fall Flex Day.

Adopted by the MC Academic Senate,