COLLEGE OF THE CANYONS

Academic Senate Procedures for Full-time Faculty Office Allocation

Every full-time faculty member in the Santa Clarita Community College District is entitled to an office on the main Valencia campus.

The Academic Senate is responsible for faculty office assignments based on seniority in the District and maintains a faculty seniority list for this purpose. Seniority rank is determined by the date that a faculty member is hired by the District. If more than one faculty is hired on the same day, the Academic Senate holds a lottery to determine ranking among the faculty hired on the same date. The Academic Senate Administrative Assistant has the affected faculty members draw numbers out of a hat to complete this task. Time as an adjunct faculty member shall not be counted toward seniority.

I. DEFINITIONS

Based on the State Architecture Code, the following definitions shall be used:
A. A single office shall contain 72-143 square feet.
B. A double office shall contain 144-214 square feet.
C. A multiple office shall contain 215 or more square feet. The number of faculty assigned or potentially able to be assigned to a multiple office shall be determined by using a multiple of 72 square feet, which will assure a minimum of 72 square feet per person.

II. VACANCIES

A. Single Office

Current faculty members have the first option, based on seniority, to move into vacated offices.

B. Double Office

1. When a vacancy occurs in a double office the remaining faculty member shall choose who the new office partner shall be. If the remaining partner fails or refuses to fill the vacancy, the Academic Senate President or designee will assign a partner to the office if the space is needed.

2. For two vacancies in a double office, priority shall be given by seniority to a current faculty member (who would then choose an office partner) followed by new hires.

C. Multiple Offices

When a vacancy occurs in a multiple office, the remaining faculty members shall choose who the new office partner(s) shall be. If the remaining partner(s) fail or refuse to fill the vacancy, the Academic Senate President or designee will assign a partner to the office if the space is needed.
III. DISPLACED OFFICES

Faculty members who are displaced due to construction or documented health hazard of an office space, and who have not found other permanent offices will have first choice at newly constructed or remodeled offices. Priority among displaced faculty will occur by seniority.

Faculty members may not be displaced by other faculty members without consent of all concerned.

IV. OFFICES WITHIN SPECIALLY DESIGNATED CLASSROOMS OR SERVICE CENTERS

Faculty offices located within a classroom or service center designed for a specific function such as Counseling, Welding, and Performing Arts are reserved for faculty teaching and serving in those specific programs.

V. OFFICES AT A CAMPUS OTHER THAN THE VALENCIA CAMPUS

Each semester a faculty member who has his/her full on-ground teaching load scheduled at a campus other than the Valencia campus, the faculty member is entitled to a second additional faculty office at the campus other than the Valencia campus. Office allocation at all campuses is based on seniority in the district.

VI. ADDITIONAL GUIDELINES

A. Exceptions may be made to the above procedures in the event of special needs such as the health requirements of a faculty member (e.g. wheelchair accessibility) or the construction or designation of an office for a particular instructional purpose.

B. In the event there are more faculty than available office spaces, the procedure for assigning faculty to offices shall be as follows:

1. All currently occupied office(s) shall be categorized according to the above definitions to determine the number of faculty members who potentially may be assigned to a particular office.

2. In a double office utilized by a single individual or in a multiple office with less than the potential number of partners, additional partner(s) shall be assigned in order of reverse seniority (i.e. the lease senior faculty member shall be the first to be assigned a partner).

C. Conflicts over office allocation shall be first addressed by the Academic Senate President or designee. Appeals may be directed to the CIO with a final appeal to the CEO.

Approved by Senate 10/27/2011