

COLLEGE OF THE CANYONS
Academic Senate Procedures
for
Full-time Faculty Office Assignment

ROLE OF THE ACADEMIC SENATE

The Academic Senate is responsible for the assignment of offices to full-time faculty as well as the general process of office assignments. However, questions of faculty offices touch upon negotiable issues of working conditions. As such the Senate should work collegially with the Faculty Associations as well as the District Administration.

The assignment of faculty offices requires Senate leadership to coordinate with the offices of Business Services, Facilities, and Information Technology to ensure proper preparation and installation of office furniture and equipment necessary for each faculty work station. To achieve these outcomes, the Academic Senate adheres to the mutually agreed upon Business Services "Faculty Office Furniture Desktop Procedure" that is an appendix to these procedures.

GENERAL GUIDELINES FOR FULL-TIME FACULTY OFFICES

As a working condition, specifics for office guidelines are subject to the COCFA contract. The COCFA collective bargaining agreement will have precedence in case there is a conflict between that document and these procedures.

Every full-time faculty member in the Santa Clarita Community College District is entitled to one "primary" office that serves as their permanently assigned office. As a minimum, every full-time faculty member should have an office that is equipped with:

- A. District-Provided Furniture:
 - Desk
 - Bookcase
 - File cabinet
 - Desk chair
 - "Visitor" chair
- B. District-Provided Technology
 - Campus phone
 - Computer (Desktop Or laptop)
 - Office printer, or access to a nearby common printer
- C. In addition, each office should be furnished with a functioning, lockable door.

Prior to a faculty member moving (or transferring) into a new office, the District will inspect the office to ensure that it is in good working condition.

- The office should be repainted as necessary;
- Carpeting, if present, should be replaced if there are holes or other obvious signs of wear or conditions that could cause a potential trip-hazard for students or faculty members;
- Any furniture that is broken or missing should be repaired or replaced.

CATEGORIZATION OF FACULTY OFFICES

The Academic Senate will maintain a list of all rooms that are designated as faculty offices, including the official square footage assigned to each office and whether the office is a general office or a restricted office.

Restricted Offices

An office is considered restricted if an individual must travel through an instructionally related teaching area or specific service area to access their assigned office or if it is determined restricting an office for the exclusive use of a particular academic discipline holds a unique instructional or logistical purpose (e.g., Welding office, Counseling office, Band Director office). Such determinations will be made in collaboration by the Academic Senate President and CIO. Such determinations may supersede the provisions addressing displaced faculty, subsequently herein. An appendix to these procedures shall be adopted by the Academic Senate, and thereafter revised as necessary, listing all restricted offices. The appendix will be developed in collaboration by the Academic Senate President and CIO.

Any restricted offices remaining vacant after an annual office allocation process will be assigned as determined by the Academic Senate Executive Cabinet. If such restricted offices are then assigned to any faculty not related to the original rationale or discipline for restricting such office, that office, once subsequently vacated will again be prioritized as a restricted office for the relevant and related academic discipline. Offices may be restricted to an Academic Department housing multiple academic programs. In such cases, priority of office assignments will then first be determined by relevance of the instructional space to particular program faculty. Seniority within programs and departments will be the secondary determining factor of final assignment, as determined by the Academic Senate leadership.

The provisions of these procedures apply to all full-time faculty, including Counselors. However, the offices assigned to general and office specific counselors are not included in the annual allocation lottery. They are restricted as a whole and are assigned in collaboration with the Department of Counseling.

New Future Faculty Offices

The square footage of faculty offices is determined locally in consultation with standards developed by the Vice Presidents of Facilities, Business Services, Instruction and the Academic Senate President. Standards shall enable ADA compliance, and should ensure functionality of the professional demands of the faculty member. While the square footage of offices may vary by instructional assignment, discipline, or building, most offices will maintain similar size throughout the District.

Existing Offices

Existing faculty offices maintain square footage that ranges from 72 square feet up to potentially 288 square feet. Those offices serve as single, double and sometimes triple offices. All existing offices must meet ADA standards. Those offices posing

challenges to professional functionality should be addressed at the time of future remodel projects and should be identified within the District's Educational Facilities Master Plan. At present, the smallest space assigned for a current single office stands at 72 square feet. However, any remodeled or new permanent faculty offices should maintain or strive to achieve a standard of 100 square feet per single work station.

Enacting Revisions Grandfather Clause

Any future revisions to these guidelines that would increase the capacity of an office (e.g., a 1-person office becomes a 2-person office) will not take effect until the current occupant vacates that office. However, this grandfather clause only applies to changes in the guidelines regarding square footage, not to extended office vacancies in a multi-person office that is not filled.¹

DISPLACED FACULTY

Unless otherwise indicated below, faculty members may not lose their office assignment without their consent. A faculty member may be considered displaced as a result of one of the following:

- An office space is temporarily or permanently lost due to remodeling;
- An office space is lost as the result of a documented health hazard;
- A faculty member has their full load changed from one campus to another campus by the District.

Displaced faculty members may choose any available office space with the exception of restricted offices. Displaced faculty members will have priority over any other faculty member, with more senior displaced faculty having priority over less senior displaced faculty members.

Faculty displaced due to remodeling also have subsequent priority over any other faculty member for the completed remodeled offices from the same building in which the displaced faculty member's original office was located and caused the initial displacement, with the following exception:

Offices that are remodeled in a manner that subsequently renders them "restricted" as previously defined in these procedures, will cause the originally displaced faculty member to be determined "permanently displaced." Such faculty will have precedence in the very next spring allocation of anticipated and domino vacancies.

Restricted offices notwithstanding, seniority will dictate office assignments within any cohort of displaced faculty with the exception that remodeled buildings leaving any original and specific office locations and size categorization unchanged, will be first offered to the original occupant, regardless of seniority.

¹ For example: if a faculty member is a single person in a two-person office that office does not become a one-person office simply because the second space has never been filled by another individual. The designation is based on square footage, not on actual occupancy.

Faculty members who initiate a request to have their primary teaching load on a different campus *are not considered* displaced.² If a faculty member would like their primary office on another campus they must relinquish their current office and choose any available offices based on the assignment policies for that campus.

PROVISIONAL OFFICES NOT ON CAMPUS OF PRIMARY ASSIGNMENT

Every full time faculty member is guaranteed a primary office on one of the two main campuses. However, there are times when a full-time faculty member will be teaching a partial- or full-load at a secondary campus. To provide office space for these circumstances, The District should identify a “Visiting Professor” office space on each campus.³

Visiting Professor Offices are not designed for exclusive use of one faculty member, and must be shared among those faculty members while they are not teaching on their regularly assigned campus.

Each Visiting Professor Office should consist of a work station that contains a computer, table/work surface, and chairs

PRIMARY OFFICE VACANCIES

A. Announcement of Vacancies/Domino Effect⁴

To expedite the assignment of faculty offices, vacant offices are divided into two categories:

- Anticipated Vacancies - are the result of a known vacancy arising from a faculty member who is scheduled to retire or otherwise vacate their office; and
- Domino” Vacancies - are vacancies that arise as a result of individuals moving into anticipated vacancies.

Every spring semester a memo will be sent to all full-time faculty, informing them of the available, specific anticipated vacancies with a reminder that subsequent Domino Vacancies may be announced

² This does not apply to faculty members who would like to teach a course on another campus, or even teach a full load on another campus. They would retain their current office on their primary campus, and not be eligible for a permanent office on the secondary campus. To obtain a permanent office on the second campus they would have to relinquish their permanent office on the first campus. If they did not wish to relinquish their current office, they would be eligible for access to a “Visiting Professor” office on the second campus.

³ It should be noted that while an Academic Senate Procedure might call for the establishment of Visiting Professor Offices, the actual designation of such rooms cannot be created by Academic Senate alone; it will require cooperation and agreement with the District Administration, COCFA and AFT.

⁴ This is not new; it is articulation of existing practice.

Faculty members interested in changing offices will have a week to indicate their priority interest in any Anticipated Vacancy.

In order to ensure all full-time faculty, especially newly hired full-time faculty, have a complete, functional office, as outlined by these procedures, by the beginning of the fall semester, there will only be two rounds of office allocation during the spring semester.

B. Vacancies – newly hired faculty members⁵

After all current full-time faculty members have been given an opportunity to transfer to any offices that become available at the end of a semester, the Department Chairs (or designee) for any department that has a newly hired faculty member will meet with the Academic Senate President (or designee) to determine office assignments for newly hired full-time faculty members. Such assignments shall be temporary for a one-year basis.

When assigning offices to newly hired full-time faculty members the goal should be assigning offices that are in proximity to primary teaching areas and/or other members of their departments. However, this may not always be possible since the only available offices may not be near teaching areas/other department members.

C. Vacating Office Requirements

All faculty that have declared their intent to vacate their primary office must do so within 4 weeks of the relevant notification date. The date of notification is categorically defined as follows:

- Retirement - last day of full-time faculty service
- Resignation – last day of full-time faculty service
- Reassignment to New Primary Office – date of official notification by the Academic Senate that the newly assigned primary office is vacant and available to be occupied.

If special accommodations or assistance are necessary to assist in vacating an office, the Academic Senate President must be informed no later than one week after the date of notification. Faculty reassigned to a new primary office that fail to properly vacate by the 4 week deadline may have their new primary office assignment revoked.

Any personal property remaining in a vacated office after the 4 week deadline will be collected by the District and stored until a final, proper determination can be made regarding its disposal or transfer of possession. Faculty are required to surrender any

⁵ A major procedural flaw in the existing policy is assigning office space to newly hired faculty. The seniority lottery for newly hired faculty members may not occur until a few days until the semester starts (or in some cases after the semester starts). Since the new faculty members have not established their seniority numbers, they cannot choose an office. This would help allow newly-hired faculty members to better prepare to begin their professional responsibilities at COC by having office assignments made before they reach the campus.

and all keys to their vacated office by the 4 week deadline. Enforcement of personal property collection and office access are the responsibility and purview of the Office of Human Resources.

Vacating offices in a timely manner is essential to the proper implementation of these faculty office procedures. Failure to do so will result in unnecessary disruptions to the work of faculty colleagues and District functions.

D. Canyon Country Campus

Office Vacancies at CCC will be handled in the same manner as Valencia campus and will be included in the District wide lists of anticipated or domino vacancies. However, the Academic Senate may consider the merits of developing a different paradigm for assigning offices on the Canyon Country Campus.

E. Aspirational Long Term Goal and Vision

The Senate may consider the viability and feasibility of introducing a non-seniority based system on the Valencia and Canyon Country campuses. However, any modification to the office assignment procedures will not impact the current primary office assignment of any full-time faculty member on the Valencia or Canyon Country campuses.

It is the aspirational long term goal and vision of the Academic Senate that disciplinary faculty cluster their offices for the betterment of students and curricular coordination. Doing so shall not be mandated. But, through attrition. i.e., resignations and retirements, as well as individual volition and the continued development of dedicated academic and disciplinary buildings it is possible to eventually and organically develop disciplinary hubs throughout the campus infrastructure. Such disciplinary hubs might best be clustered with other hubs that are from the same academic School or Division thereby eventually rendering certain buildings *defacto* dedicated academic and disciplinary buildings.

DEDICATED ACADEMIC AND DISCIPLINARY BUILDINGS⁶

If the District authorizes and constructs new or existing buildings to have dedicated instructional resources, purpose or name to a particular academic discipline(s), Division(s) or School(s), faculty members from those particular instructional cohorts have priority in office assignments in those new buildings.

A. Newly Constructed Dedicated Buildings

The newly constructed offices will be reserved to the faculty cohort associated with the new dedicated building. All faculty cohort members will be given the opportunity to request a permanent relocation of their primary office to the new building. All office assignments for those faculty cohort members will be determined by seniority with

⁶ Declaring a District building to be “Dedicated” is not to be confused with *BP & AP 6620 – Naming of District Facilities and Properties*. For purposes of this procedure, “Dedicated” refers to a mutual agreement between the CIO and the Academic Senate to instructionally dedicate buildings as explained in this procedure.

more senior faculty having priority over less senior faculty members. If vacant offices remain after soliciting faculty cohort interest in permanent relocation, those offices will be assigned as otherwise determined by these procedures. Subsequent to the initial assignment and allocation of faculty offices, all future **annual** vacancies in the new building will first be offered to members of the particular faculty cohort by seniority and then to all other faculty as otherwise determined by these procedures.

The Academic Senate reserves the right to utilize any newly constructed offices as “Visiting Professor Offices” or for the purposes of housing “Instructional Support Staff”. Such utilization shall not be interpreted to be permanent nor an abdication of those offices to the District by the Academic Senate.

An appendix to these procedures shall be adopted by the Academic Senate for all newly constructed dedicated buildings detailing the intended initial allocation and categorization of faculty offices. The appendix will be developed in collaboration by the Academic Senate President and CIO.

B. Existing Newly Dedicated Buildings

The offices for existing, newly instructionally dedicated buildings will be reserved to the faculty cohort associated and aligned with the new dedicated focus. As office vacancies occur, all faculty cohort members will be given the opportunity to request a permanent relocation of their primary office to the existing building that has been newly dedicated. If the instructional dedication of the existing building is the result of a remodel, the displacement provision of this procedure will have precedence prior to any cohort faculty being prioritized.

The Academic Senate reserves the right to utilize any offices that are part of an existing newly dedicated building as “Visiting Professor Offices” or for the purposes of housing instructional support staff. Such utilization shall not be interpreted to be permanent nor an abdication of those offices to the District by the Academic Senate. Such offices may be determined "restricted" per these procedures.

An appendix to these procedures shall be adopted by the Academic Senate for all existing newly dedicated buildings detailing the intended initial allocation and categorization of faculty offices. The appendix will be developed in collaboration by the Academic Senate President and CIO.

EXEMPTIONS TO THE OFFICE ASSIGNMENT PROCEDURES

A. Health and Safety Exemptions

In order to ensure compliance with Americans with Disabilities Act regulations, exemptions made be made to the office assignment procedures meet the needs of any special health or physical requirements (e.g. wheelchair accessibility.)

Full-time faculty members shall not be displaced from their current offices without their specific consent. The Displaced Faculty provision will apply to a full-time faculty member

who agrees to relinquish their current office assignment to meet the special health or physical needs of another faculty member.

If there are no offices available to meet special health or physical requirements the District will need re-assign/remodel an existing non-faculty office room so as to meet those needs.

B. Exemptions NOT based on health/physical requirements.

To ensure equity in office assignments, the Academic Senate President will appoint a small ad hoc committee of at least three senators to consider any request for exemptions to the office assignment procedures that are not based on health or physical requirements.

In no case may an exemption be made to increase the square footage allowed for any individual faculty member for reasons other than health or safety.

Approved by the Academic Senate, April 20, 2017

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