

# **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 general process of assignment of existing office spaces. 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 Senate's primary responsibility is to oversee office assignments. Any questions regarding maintenance and/or repair to faculty offices (including the ordering of office furniture, as needed) should be directed through the standard college work-order process, and not processed through the Academic Senate.

### **GENERAL GUIDELINES FOR FULL-TIME FACULTY OFFICES**

As a working condition, specifics for office guidelines are subject to COCFA contract. The COCFA Negotiated Agreement will have precedence in case there is a conflict between that document and these policies.

Every full-time faculty member in the Santa Clarita Community College District is entitled to **one** office.

As a minimum, every full-time faculty member should have an office that is equipped with

- ✓ District-Provided Furniture:
  - Desk
  - Bookcase
  - File cabinet
  - Desk chair
  - "Visitor" chair
- ✓ District-Provided Technology
  - Campus phone
  - Computer (Desktop or laptop)
  - Office printer, or access to a nearby common printer
- ✓ 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 College should 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.

An office is considered restricted if an individual must travel through a teaching area or specific service area to access the office (e.g., Welding office, Counseling office, Band Director office).

Square footage of rooms is determined by the District's "Certification of Space Inventory".<sup>1</sup> Any challenge to the accuracy of that inventory will be resolved by a measurement of the office conducted by a member of the Senate along with a representative of the Facilities department. Any correction made must be included in the next submission of the Certification of Space Inventory, and a notation of the revised square footage should will be amended in the official Senate list of faculty offices.

Based on the State Architect's guidelines used when designing campus buildings, each faculty office shall contain a minimum of 72 square feet per person.

- A. A single office shall contain 72 - 143 square feet.
- B. A double office shall contain 144 - 215 square feet.
- C. A triple office shall contain 216 – 288 square feet<sup>2</sup>
- D. For multiple-person offices, there shall be a minimum of 72 square feet person.

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.<sup>3</sup>

## 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 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. Displaced faculty members will have priority over any other faculty member, with more senior displaced faculty having priority over less senior displaced faculty members.

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<sup>1</sup> This is a document that each District is required to submit to the California Community Colleges Chancellor's Office. It details every room on campus, including square footage.

<sup>2</sup> According to the 2017 plans of the new science building at Canyon Country, the drawings indicate a two-person office with 217 square feet.

<sup>3</sup> 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<sup>4</sup>. If a faculty member would like their permanent 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 or a partial load at a secondary campus. To provide office space for these circumstances, The District should identify a “Visiting Professor” office space on each campus.<sup>5</sup>

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 contain computer, table/working surface chairs and secure storage for each instructor who will be using the space. If the Visiting Professor Offices are multi-person offices there should be arrangement for spaces to conduct student conferences with enough privacy to satisfy FERPA concerns.

### **VACANCIES – VALENCIA CAMPUS**

Announcement of Vacancies/Domino Effect:<sup>6</sup>

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, which are vacancies that arise as a result of individuals moving into anticipated vacancies.

When office vacancies are anticipated, a memo will be sent to each full-time faculty member, asking who is interested in changing offices. This memo will list all Anticipated Vacancies, and a reminder that Domino Vacancies may occur.

Faculty members interested in changing offices will have a week to indicate their priority interest in any Anticipated Vacancy; they may also indicate if they have any interest in any Domino Vacancy that might emerge (e.g., “I am interested in ANY single office that becomes available”; “I am interested in any office in the [xxx] building that becomes available”; “I am interested in any available office with a window”, etc.).

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<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> This is not new; it is articulation of existing practice.

**A. Vacancies in single offices**

Assignments to single offices will be determined by faculty preferences in seniority order.

**B. Vacancies in multiple-person offices**

When there is a vacancy in a multiple-person office, the remaining faculty member who is in the multiple-person office shall be invited to choose an office partner from any current or newly-hired full-time faculty member, without regard to seniority.

If vacancies in multiple-person offices must be filled to ensure that every faculty member will have a designated office space, vacancies will be filled in reverse seniority of the faculty members who occupy multiple-person offices with vacancies.

If a faculty member in a multiple-person office with a vacancy is unable or refuses to choose an office partner, the Academic Senate President will assign a faculty member to the office if the space is needed.

**C. Vacancies – newly hired faculty members<sup>7</sup>**

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 assignment for newly hired full-time faculty members.

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.

**VACANCIES – CANYON COUNTRY CAMPUS**

Office Vacancies at CCC will be handled in the same manner as Valencia campus, However, the Academic Senate may consider the merits of developing a different paradigm for assigning offices on the Canyon Country Campus. At that time the Senate may also consider the viability and feasibility of introducing a non-seniority based system on the Valencia campus. However, any modification to the office assignment procedures on the Valencia campus will not impact the current office assignment of any full-time faculty member on the Valencia Campus.

**EXEMPTIONS TO THE OFFICE ASSIGNMENT PROCEDURES**

Health and Safety Exemptions

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

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<sup>7</sup> 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.

Full-time faculty members shall not be displaced from their current offices without their specific consent. The Displaced Faculty procedures 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 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.

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.