

ASSIGNMENT OF OFFICE SPACE FOR FACULTY
AND INSTRUCTIONAL SUPPORT STAFF

ADOPTED: APRIL 14, 2009

ED CODE: 70902

It shall be the policy of the Sonoma County Junior College District to provide adequate office space for its faculty and instructional support staff in a manner consistent with available space, safety considerations and good management practice. The Vice Presidents of Academic Affairs, Student Services, and the Vice President/ Executive Dean of the Petaluma Campus shall be responsible for all faculty and instructional or Student Services support staff office assignments.

The Vice President/ Executive Dean of the Petaluma Campus shall be responsible for all faculty, instructional support staff, and Student Services related office assignments at that location.

A list of offices and which faculty or instructional support staff member is assigned use of a particular office shall be prepared and maintained by each of the Vice Presidents, or their designees.

Each Vice President will make every effort, in consultation with the Department Chairperson, to assure that:

- full-time faculty have an individual office co-located with that instructor's department colleagues;
- each faculty member is assigned only one office, any exceptions to be specifically approved by the Vice President;
- offices of faculty who transfer, resign or retire are reassigned for use by others;
- adjunct faculty have access to a shared office (this includes retired faculty who continue to teach for this District);
- during sabbatical or other leaves of absence, other faculty may be temporarily assigned use of that faculty member's office;
- offices temporarily not in use may be made available for temporary use by other faculty in accordance with department practice;

In making or changing office assignments the appropriate Vice President may take into consideration any of the following:

- administrative need and organizational efficiency
- departmental or service area needs
- physical accommodations for an individual

A request from a faculty member to change his or her office location at the Santa Rosa Campus must be first communicated to his or her Department Chairperson and the department's Supervising Administrator. After consultation with the Department Chair, the Supervising Administrator shall make a recommendation to the appropriate Vice President(s).

A request from a faculty member to change his or her office location at the Petaluma Campus must be first communicated to his or her Department Chairperson, and the Petaluma Campus Dean. After consultation with the Department Chair, the Petaluma Campus Dean shall make a recommendation to the Vice President/ Executive Dean of the Petaluma Campus.

For an office change that involves both the Petaluma Campus and the Santa Rosa Campus, consultation with the Department Chair shall include the department's Supervising Administrator and a Petaluma Campus Dean. Each administrator shall make a recommendation to his or her Vice President.

A request to change the office location of a faculty member or instructional support staff may also be initiated by a Department Chair, Director or Administrator.

Office Space for faculty teaching a Distance Education class shall be in accordance with the terms of Policy 3.12.2, IIF: "Since Distance education is simply an alternative method of delivery, it is understood that the equipment and the office space provided by the District on campus will be sufficient to perform the job duties of an instructor. The decision to work from an alternate location is the choice of the instructor and does not imply District responsibility to support equipment and office space in alternate locations."