

**Policy for Faculty Office Assignments at SRJC Petaluma Campus**

v. 4

approved February 6, 2007 at PFF

This policy addresses the following issues:

- 1) What to do when an existing full-time faculty office becomes vacant
- 2) How to assign faculty offices once modular facilities are installed fall 2004
- 3) What to do when additional faculty positions are added at the Petaluma Campus during transition to Phase II
- 4) How to assign faculty offices once Phase II of the Petaluma Campus is completed.

Whenever a faculty office space becomes available, a query letter will be sent by email from Administration to all regular Petaluma faculty asking if any faculty are interested in moving into the vacant space. The office has not been vacated and does not become available to faculty as long as the vacancy is for no longer than a semester. If the leave is extended beyond a semester, then with the approval of Administration and the PFF Steering Committee the office will be considered vacant and available to other faculty. Faculty will have at least four weeks to express interest; faculty who are not interested in moving will retain their offices without taking any action. A list of all interested faculty will be made; only the faculty who have responded by the expressed deadline will be included on the list. When there is more than one faculty member requesting an office space, the issue will be decided by the Steering Committee of the Petaluma Faculty Forum (PFF). The PFF Steering Committee shall oversee this process as the only campus-wide governing body. The PFF Steering Committee shall decide how to assign offices using the following criteria, ranked with highest importance first:

- 1) Administrative Need: The office provides an environment Administration considers necessary or optimum for the faculty member.
- 2) Departmental Need: The office offers a particular accommodation that an interested faculty member requires to represent his or her discipline in an effective and appropriate manner.
- 3) Physical Need: The office provides appropriate space and configuration to accommodate particular physical needs, such as a disability, of the faculty member.
- 4) Seniority: Faculty with the longest years of full-time service to SRJC shall be given priority over faculty with fewer years of service.

- 5) **Compatibility of Office Mates:** The current occupant of an office with vacancy can express a preference for a particular candidate, based on such factors as teaching schedule, office hours, discipline compatibility, and this preference will be considered.

In the event of a tie between equal candidates vying for a particular office, the decision will be reached by coin toss.

**Split-load and Temporary Full-time, and Workload Reduced Faculty:**

Faculty who work full-time for the SRJC District but work between campuses can apply to share an office designated specifically for split-load instructors. Office assignments will be based on the same criteria listed above.

**Office-swapping:**

If two faculty agree to swap offices and their office mates agree to this arrangement, then the process to complete the move does not involve the PFF Steering Committee. In such instances, both faculty making the move must contact Administration to seek approval and to make arrangements for switching phone lines and moving equipment and furniture. Notice of the move shall be given to the PFF Steering Committee for announcement during a regular PFF meeting.

**Transition to Phase II:**

When faculty are added to the campus during the Phase II expansion, prior to the completion of new, permanent office space, the following procedures shall be observed. As new full time positions are added, the new faculty member may notify campus administration of their preference for office location based on current vacancy as identified by administration. Full time faculty may request assignment to any vacant office currently designated for full time faculty. If no such vacancy exists, campus administration will work together with the PFF Steering Committee to designate such office space. Likewise, split load faculty may request assignment to any vacant space currently designated for split load faculty. Adjunct faculty will continue to be assigned by administration to an office designated for adjunct faculty use. Assignment for adjunct faculty will be based on class schedule and office hours.

**Phase II Offices:**

Once Phase II facilities are completed, the PFF Steering Committee shall oversee the process of assigning available offices in the new buildings. All full-time faculty shall be invited to request any available open office. There will be no limit on the number of requests for different offices a faculty member may make. The office space receiving the most requests will be allocated first, second most requests second and so forth, each one according to the five established criteria. As currently occupied office spaces

become available due to this increase in facilities, these offices will also be available for request. Once a faculty member has been assigned an office, he or she is no longer eligible to be assigned to any of the remaining available offices. If someone requests several different offices and ends up with what is their second or third choice, they are free to make arrangements privately with a colleague to swap, but are out of the queue.

**Adjunct Instructors:**

Adjunct instructors shall have access to shared office suites, preferably with lockable file drawers to accommodate teaching materials in a secure fashion. Office assignments will be managed by Administration.

**Office Capacity:**

No additional faculty shall be assigned to any office beyond current recommended capacity, unless the current occupant(s) of an office request to share a space with additional faculty.