



MOST RECENT CHANGES

Version # 2:

- 1. Reformatted in accordance with GEN 1.2.

I. POLICY PURPOSE

The purpose of this policy creates a standard form to be used by Faculty when making a request for an office.

II. POLICY STATEMENT

A. Faculty Office Policy

- 1. The Administration at CSN will provide one (1) faculty office per instructor.
- 2. The Provost at each campus in consultation with Department Chairs¹ would identify and allot one (1) or more office complexes to each department close to the actual teaching areas.
- 3. Allotment of available offices in each office complex will be determined by seniority as below.
- 4. In an office complex which is shared by different departments, individual offices will be identified as being under the domain of a specific department and Department Chairs¹ will have complete control over how they are allotted.
- 5. If a permanent transfer or faculty from one campus to another is necessitated.
 - a. If no office space is available, the Department Chair¹ will consult with the Provost to acquire suitable office space.
 - b. The faculty of the concerned department will have first preference for the vacated office. If no faculty within the department needs that office, the Chair¹ can allot it to faculty outside of the department at the request of the Provost.
 - c. If the faculty from one (1) department is moving from campus A to B and faculty from another department is moving from campus B to A, an exchange can be made by mutual consent of the existing Chairs¹.
- 6. No administration official will move into the faculty office without the Chair's¹ consent.
- 7. Each office should be adequately furnished with all necessary equipment.
- 8. Prior to reassignment of an office, the current faculty member or his/her next of kin or person designated to be contacted in case of an emergency will be permitted initial access to the office to gather personal belongings.

B. General Guidelines for Department Policy

- 1. Seniority will begin on the faculty members sign their first full-time contract. In the event that a new faculty member has not yet moved to Las Vegas when the contract is available for signing. Human Resources will fax a copy of the contract to the faculty member and send the original via express mail with a tracking date. The faculty member may sign the fax copy and return it to Human Resources via fax and the date will be used for seniority purposes provided the original is signed and returned within two weeks of receipt. Seniority for existing faculty will be based on the date they sign their first fulltime contract.
- 2. If offered an office, a faculty member may waive seniority for that office in favor of remaining in close proximity to her/her actual teaching areas. Once seniority is waived for a specific office, it cannot be changed. However, if a different office becomes available a later date, seniority for available offices still applies.

¹ If there is no Department Chair then the responsibility will go to the coordinator, if there is no coordinator, then the responsibility will go to the senior member in the area.

3. There is no appeal process except for office assigned in a manner not listed above.

III. PROCEDURE

Set forth above.

IV. AUTHORITY AND CROSS REFERENCE LINKS

Office Request form

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Faculty Senate Chair (office.facultysenate@csn.edu, 702.651.7330).

VI. SIGNATURES

CCSN Update		Academic Faculty Policies	Number: ACF-24
Title: Office Request Form Policy			Policy Effective Date: <u>July 25, 2005</u>
Approved:			
<u>Richard Carpenter</u>			<u>July 25, 2005</u>
CCSN President			Date
Faculty Senate Recommendation		Faculty Senate Recommendation Unnecessary	
<u>Recommended</u>	Not Recommended*	(if not recommended, reasons are set forth in a separate attached memo)	
<u>Darren Divine</u>			<u>July 19, 2005</u>
Faculty Senate Chair			Date

VII. ATTACHMENTS

- Attachment A – History
- Attachment B - Sample Office Request form
- Attachment C – Office Policy Philosophy (from Faculty Senate May 7, 2004 agenda, item #9)

Attachment A - HISTORY

- Version 2:
 - 04/17/2013: Revision Submitted by General Counsel (R. Hinckley)
 - Reformatted according to GEN 1.2.
 - Used verbatim language from Faculty Senate May 7, 2004 Agenda #9, which was attached to the original policy as part of Document B.
 - Attaching “Office Policy Philosophy” from Faculty Senate May 7, 2004 Agenda #9 as Attachment C to this reformatted policy (previously part of Document B in original policy).
 - Providing a link to the electronic Office Request form, which is available on www.csn.edu
 - Attaching sample Office Request Form (last revised 6/23/04) as Attachment B to this policy (previously part of Document A in original policy).
 - Omitting Document C (Faculty Senate Unapproved minutes from May 7, 2004), Document D (miscellaneous e-mail correspondences between Faculty Senate members), both of which were attachments for informational purposes when the original policy was initially submitted for Presidential approval.
 - The original policy along with all informational and source documentation will be maintained in the Official Policy Manual in the Office of the General Counsel.
- Version 1:
 - 07/25/2005: Approved by CSN President (R. Carpenter)
 - 07/19/2005: Recommended by Faculty Senate Chair (D. Divine)

Attachment B – Office Request Form (Sample)

Community College of Southern Nevada OFFICE
REQUEST FORM
(New and Transfer)

STATUS OF EMPLOYEE:

<input type="checkbox"/>	Full time academic
<input type="checkbox"/>	Full time administrative
<input type="checkbox"/>	Full time classified

CAMPUS/CENTER REQUESTED:

<input type="checkbox"/>	West Charleston
<input type="checkbox"/>	Cheyenne
<input type="checkbox"/>	Henderson
<input type="checkbox"/>	Other

IF TRANSFER REQUEST:

Current campus: _____
Office/Bldg From: _____
Office/Bldg To: _____

Name of employee or position (if known) _____

Department / area _____

Discipline / specialty _____

Special needs, location or other accommodations, or why this move is being requested. Please be specific and complete: _____

Date office needed: _____

Employee's name _____

Employee's signature _____ Date: _____

Department Chair's name: _____

Department Chair's signature: _____ Date: _____

Division Dean's name: _____

Division Dean's signature: _____ Date: _____

Key request completed D Yes D No Date completed _____

In addition to submitting this office request form, please contact the proper areas for any furniture, O&M or AV/Telemedia requests for this office.

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Date request received: _____ Hire date: _____

Chief Campus Administrator: _____

Action taken: _____

Date Department Chair notified of action: _____

Date Dean notified of action: _____

*Agenda #9**Faculty Senate – May 7, 2004 – For Information and Review...*

Office Policy Philosophy

At the Community College of Southern Nevada, private faculty office space is an integral part of the faculty employment package and is essential in providing a high quality teaching and learning environment. Faculty offices and the adjacent office areas serve multiple functions. These areas provide a space for an instructor to meet with students outside the classroom, prepare class lectures and assignments, confer with colleagues, and foster a sense of community within academic disciplines and across disciplines. All policies regarding faculty offices should reflect industry-wide and UCCSN standards and provide equitable consideration to each faculty member. Each full time faculty member shall be offered an appropriate office space on campus. If he/she elects to voluntarily share an office or work at home in lieu of working in a campus based office, this shall be considered a short-term agreement and be reassessed on a periodic basis.

1. Offices are a basic and important tool in a teaching/learning community, necessary for quality instruction similar to a classroom.
2. The basic office should be at least 10 x12 feet with a door, four walls, ceiling, and privacy. [Some offices on campus are smaller than this, but we strongly recommend a minimum size of 120 square feet.] Each office should include a desk, desk chair, phone, computer that conforms to contemporary standards for professional office work, a connection to a printer and a monitor, waste basket, file cabinet, bookshelves, two chairs for students or visitors, adequate light for reading and adequate heating and cooling.
3. Off limits areas restricted from conversion to Offices are: built-in community kitchens, secure academic book storage and the areas for Department copy rooms, and mail box rooms.
4. Offices should be assigned to Departments and then assigned by Seniority. These placements should be made in agreement by the Faculty Member, the Dept. Chair and the Chief Campus Administrator. Appeals may be made to the Dean of the Area, and then to the Vice President of Academic Affairs.
5. If there is an office shortage, CCSN should convert classrooms to office use until new offices are available. Temporary classrooms should be rented until offices are available.
6. All new buildings, as part of the design, should include faculty and professional offices designed to meet the growing needs of CCSN. The design should include offices built to the critical minimum specifications as stated in item number two.
7. Office needs, growth responsibility projections and procurement are the responsibility of the Vice President of Academic Affairs, College ControllerNP, and the President.

This will go to the Faculty Senate for their input before we tackle the large job of totally revising the Office Policy as included in the Professional Staff Handbook.

Last revised 4/28/04