Folsom Lake College Academic Senate

Paula Haug, President
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FACULTY OFFICE COMMITTEE:
GOALS, PROCESS, AND CRITERIA

The College President and the Academic Senate mutually agree that the responsibility of faculty office assignment is the charge of the Academic Senate. The Academic Senate created a standing subcommittee, the Faculty Office Committee (FOC), to make recommendations on office placement to the Academic Senate President. The FOC is chaired by the Executive Secretary of the Senate and includes (1) LRCFT representative and one (1) Senator appointed by the Academic Senate President. In making its recommendations, the FOC will use the goals, process and criteria described in this document.

GOALS
The following goals are considered when faculty offices are assigned:
- To provide Interdisciplinary First-Year Offices (if available) for new faculty hires;
- To provide permanent primary office space for tenured/tenure-track faculty members lacking such space;
- To provide office space for faculty members requiring special accommodations;
- To provide shared office space for 1) adjunct faculty members and 2) tenured/tenure-track faculty members teaching at sites other than where their permanent primary offices are located;
- To provide permanent primary office space for any tenured/tenure-track faculty members requesting an office change.

PROCESS
- First-year tenure-track faculty members are placed into interdisciplinary first-year offices for their first academic year.
- A faculty member submits a request, using the online Office Assignment Request Form.
- The FOC members receive an email notification with a link to the completed request form. The FOC will accept requests between the first day of Fall instruction and the Thursday of week 4 of the Spring semester. Upon receiving a request, a member of the FOC will email the requestor to confirm that the FOC has received the request.
- The FOC will gather additional relevant information, including but not limited to: any recent and pending retirements, new Tenure-Track, Long-Term Temporary or Categorically-Funded Temporary faculty hires, and new building faculty office counts.
- The FOC will then begin work on its recommendations.
- Beginning on or after week seven each Spring, the FOC will convene.
- By the end of week 10 each Spring, the FOC will provide its recommendations to the Academic Senate President for approval.
- The Academic Senate President forwards the approved recommendations to the College President or designee(s) for review and implementation.
- Requests do not roll-over into the next academic year. If a request is not able to be fulfilled and the requestor wishes to re-request, s/he will do so during the next request window.

CRITERIA

In developing recommendations, the FOC communicates with the originator of the request and other impacted parties, such as potential officemates in a multi-occupant office.

In developing recommendations, the FOC considers the following:

- How will the proposed move impact students?
- How will the proposed move impact the requestor's program?
- How will the proposed move impact operations at the college's three sites?
- Would the move bring the requestor closer to their classrooms, labs or workstation?
- Is the requestor willing to share an office? If yes, with whom? Is/Are the potential officemate/s willing to share with the requestor?
- Does the requestor have a preference for building or office or site location?
- Does the requestor require accommodations for a documented health or documented ADA related condition?
- Does the requestor have any other needs that should be considered?
- Does the requestor's job duties require a higher level of confidentiality?
- What percentage of the requestor's load is fully online?
- What is the requestor's hire date?
- What is the date of the requestor's last office move (if any)?

If multiple requests are submitted for a specific office space, the FOC does the following:

- The FOC uses any accommodation requirements and the impact on students, program and operations criteria above to prioritize the requests.
- When no clear prioritization for two competing requests exists, the committee will flip a coin; for situations involving more than two competing requests, the committee will hold a lottery.

The Faculty Office Committee: Goals, Process and Criteria will be reopened for updates at least every 3 years.

Approved by Academic Senate, 10-26-2010
Revised by Academic Senate, 12-1-2015.
Approved by College President, 12-14-15.
Revised by Academic Senate,