



## Baldwin Winery Part-Time Faculty Office Policy & Procedure

Office space for part-time faculty is available on the lower level of the Baldwin Winery. Thirty workstations and lockers along with two small meeting rooms (not office space) and a break area are located in this space. A lobby area with seating is located outside the office pod for students who are waiting to meet with a faculty member during office hours.

Requests for electronic access to the Baldwin Winery office space for part-time faculty must come to College Operations from the Division Dean or Division Administrative Assistant. The Division will be responsible for providing College Operations with the names of part-time faculty who wish to utilize a space in the Baldwin Winery office area. If the Division knows the part-time faculty will have a multi-quarter assignment this should be indicated in the request so that the electronic access device will not be shut off after the initial quarter. Part-time faculty who have requested access the Baldwin Winery part-time faculty office area will be notified by College Operations or by their Division when their access control device is ready for pick up at the Campus Police Office.

A sign-up sheet will be posted in the part-time faculty office area, listing each workstation and the telephone extension of the phone located at the workstation. Part-time faculty can select any of the thirty (30) workstations. Multiple part-time faculty members may be sharing a workstation. Workstations fifteen (15) and seventeen (17) are reserved for faculty with hearing impairments and have special equipment installed on the computer to facilitate their use. Workstation twenty-nine (29) is also an ADA workstation. Part-time faculty is responsible for coordinating office hours with their workstation colleagues.

Lockers are available in the part-time office space on a first-come, first-serve basis. Part-time faculty who chose to have a locker are responsible for providing their own lock and removing it at the end of their assignment.

### **General Information**

Access to the Baldwin Winery Part-Time Faculty Office Pod is restricted to Part-time faculty. Part-time faculty will access the office pod via an electronic access device. Thirteen workstations in the space are supplied with computers and there are ethernet outlets at the other workstations for laptop access. A copier and Scantron are available in the office. Part-time faculty will be responsible for scheduling the two meeting rooms and for the maintenance of the break area.

Students will contact faculty members via the intercom system located outside the office pod. Instructions for the use of the intercom system are located at the entry door to the part-time offices. Part-time faculty should include the extension for their workstation on their green sheets and direct students to use the extension when using the intercom system. Faculty can press #9 on the phone and the door will open for the student.

Please do not prop open either door to the office area. A propped open door poses a security risk. Please do not leave students unsupervised in the area.