



Full-Time Faculty Office Policy & Procedure

Welcome to the Foothill–De Anza Community College District, De Anza College campus. As a new faculty/staff member we welcome you to our office community. Below you will find information on your office space.

Office Policy Statement

Office space is a college resource assigned to faculty/staff as a place to fulfill work assignments and to enhance teaching and student learning. Office space is the property of the District and subject to all applicable District and College policies procedures and rules along with all state and local occupancy and fire regulations. The Office of College Operations in consultation with the Division Dean or program manager designates office assignments for new and continuing full and part time faculty/staff. The attached office checklist will be used to verify the condition of office/workstation and the presence and condition of furniture, fixtures and equipment in your office/work area.

College Office Space

It is the intent of the College to provide offices and workstations with:

- Electrical and other utility outlets for the safe operation of equipment such as a computer and telephone
- General lighting
- Seismic restraints where necessary
- Operational doors and locks
- Cleaning (*cleaning schedules are determined by staffing levels*)
- Heating and ventilation (*District standard set point is 74° in summer and 68°degrees in winter*)
- Office and workstation furniture
- Window and door coverings

Full-Time Faculty Offices

The goal of the college is to provide full-time faculty with individual offices. Whenever possible, office assignments will be located in close proximity to the faculty members division office and/or colleagues who teach in the same academic discipline. Full-time faculty offices shall be equipped with the following items:

- Desk, task chair and side chair
- Bookcase or bookshelf
- File Cabinet
- Computer
- Phone
- Blinds or shades for windows and doors with windows
- Waste receptacles

Part-Time Faculty Offices

The Scheduling Office will provide part-time faculty with a work area/workstation either in a designated division area, the Baldwin Winery part-time faculty office area or in a classroom identified.

Staff Workstations Or Offices

The College will provide staff with a workstation or office in the area of their work assignment. The staff member's manager or supervisor will provide the staff member with their designated workstation or office and equipment necessary to performed their work duties.

Office Assignment Procedure New And Continuing Full-Time Faculty

- Request for new full-time faculty office assignments, or a change of assigned office for continuing full time faculty, must be made and approved by the Division Dean. The approved request must then be forwarded to the Office of College Operations for action
- Full-time faculty on reduced contracts may be assigned shared space. Full-time faculty on Professional Development Leave of two or more consecutive quarters are expected to make their assigned office temporarily available to:
 - Full –time faculty members without office space; or
 - Full –time leave replacement instructors.

Baldwin Winery Part-Time Faculty Offices

Workstations for part-time faculty are 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 of the office pod for students who are waiting to meet with a faculty member during office hours.

Part-time faculty seeking a workstation in the Baldwin Winery part-time faculty office pod area should notify their Division Dean or Division Administrative Assistant. Part-time faculty office space in the Baldwin Winery is available on a first come, first serve basis.

Guidelines For Office And Workstations

The College encourages faculty/staff to personalize workstations/office space to enhance the student experience during office visits and to create a comfortable work environment. It is the expectation of the District/College that Faculty/staff members will not alter office space and will treat office furniture and equipment appropriately.

Faculty And Staff Are Encouraged To:

- Bring in clocks, small mirrors, pictures, posters or artwork. Plant Services should mount framed artwork or anything that may pose a safety risk if it falls. Please visit the District Facilities Website to submit an online work request.
- Install area rugs. Please be mindful of creating trip hazards and place non--skid rug pads on hard surfaces and gripping rug pads when area rugs are placed on carpeting.
- Use surge protectors. Again, please be mindful of creating trip hazards and do not use extension cords to attach surge protectors to electric outlets.

Due To Fire And Life Safety Regulations And For Safe Practices, Faculty And Staff Should Not:

- Paint or make structural changes to office space.
- Alter, remove or substitute furniture and equipment provided in office spaces.
- Operate heating devices.
- Remove blinds from windows or doors.
- Hang fabric, curtains or furniture from the ceiling.
- Alter, change or remove District locks or security devices.

- Add locks or security devices to doors, file cabinets or other office items provided by the District/College.
- Use extension cords in lieu of permanent wiring.
- Daisy chain extension cords or power strips.
- Install microwaves and refrigerators

Augmenting college office furniture with daybeds, futons or sofas is discouraged. Faculty/staff are responsible for maintaining an office/work area, that is relatively free of clutter and meets fire /safety access and occupancy requirements.

The District/College reserves the right, with advanced notice, to conduct office/work area fire/safety inspections and require the clean up or removal of office items based on violations of fire safety codes and this policy.

Vacating Faculty Office Space

Full-time faculty who are vacating their assigned office because of retirement, leave or for other reasons will have thirty days (30) from the last day of their status as a full-time faculty member working on campus to remove personal effects, books and papers from the office. Requests for an extension shall be made to the De Anza College, FF&E Coordinator via email to lockwoodtina@fhda.edu. Part-time faculty should refer to the Baldwin Winery Part-Time Faculty Office Pod, Policy & Procedure regarding occupancy and vacating requirements. Staff who are vacating assigned workstations and offices should follow the directions of their manager or supervisor.

When full-time faculty are temporarily vacating an office the full-time faculty member will be responsible for the removal and storage of personal belongings, books and files in order to make the office both habitable and serviceable for the temporarily assigned faculty member.

Faculty members on Article 19 must vacate their full-time faculty office assignment and will be assigned a workspace in the Division part-time faculty area, if available or in the Baldwin Winery part-time faculty office area.

When full-time faculty are assigned (by request or College direction) to a new office location, it is the responsibility of the faculty member to pack their personal belongings, books, files and related materials for the move. College Operations will provide packing boxes and move the items. When vacating office space all College provided furniture and equipment must remain in the office.

If, for any reason, faculty are unable to move personal items by the end of the designated period, College Operations may pack, move and store the contents of the office. The District/De Anza College will not be responsible for the security of personal effects stored on a temporary basis. After a period of thirty days (30) stored effects will be surplus by the District. Proceeds, if any, from the surplus will be applied toward the cost of storage or donated to a student scholarship fund.

If you have questions concerning this policy please contact College Operations, ext. 8758 or greypam@fhda.edu