

De Anza College Office Policy

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

I. 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 provided for faculty/staff use and subject to all applicable District and College policies procedures and rules along with all state and local occupancy and fire regulations. The office checklist will be used to verify the condition of office and the presence and condition of furniture, fixtures and equipment. The assignment of office space in no way implies or transfers “ownership” of the office to the assigned faculty/staff member.

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 and/or colleagues who teach in the same academic discipline. It is the intent of the College to provide each faculty office with the following:

- Desk, task chair and side chair
- Bookcase or bookshelf
- File cabinet
- Computer
- Phone
- Blinds or shades for windows and doors with windows
- Trash receptacle
- Recycle bin

Part-time faculty will be provided with a workstation either in a designated division area, the Baldwin Winery or in a classroom identified by the Scheduling Office. The items provided in each office/workstation are property of the District and are not to be removed or altered.

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.

II. Assignment Procedure- New and Continuing Full-Time Faculty

The Office of College Operations in consultation with the Division Dean designates office assignments for new and continuing full-time faculty. Request for new full-time faculty office assignments, or request for new office locations for continuing full-time faculty must be made by the Division Dean using the office request form available on-line <http://www.deanza.edu/edresources/>. The completed request form must be submitted 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 will be expected to make their assigned office temporarily available to:

1. Full -time faculty members without office space; or
2. Full -time leave replacement instructors.

In either of the above situations 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 XIX **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 pod.

When full-time faculty are assigned (by request or College direction) 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.

III. Assignment Procedure-Part-Time Faculty

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 of the office pod for students who are waiting for a faculty member for office hours.

Part-time faculty seeking office space in the Baldwin Winery part-time faculty office pod should notify their Dean or Administrative Assistant. The Division Office will send the **Part-Time Faculty Intent to Participate Form** to Finance and Educational Resources for processing. Offices will be assigned the first week of the quarter. Workstation requests received during the first week of the quarter will be processed by the second week of the quarter. Electronic access keys (Fobs) for the space will generally be available 7 working days after College Operations has processed the workstation request.

Part-time faculty will be assigned a workstation on a first-come-first-served basis. Based on demand, more than one part-time faculty member may be assigned to a workstation. The assignment of a workstation is not permanent. Workstations are assigned for one quarter only. *(See Baldwin Winery Part-Time Faculty Office Pod, Policy & Procedure)*

IV. Office Do's, Don'ts and Responsibilities

As stated in Section I of this document, "office space is a college resource assigned to faculty to enhance teaching and student learning". With this in mind 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, however, the **expectation of the District/College that Faculty/staff members will not alter, abuse or destroy furniture and equipment provide by the District/College.**

Do's

- **Attach clocks, small mirrors, pictures, posters or artwork to walls using removable adhesive tape** such as 3M Command.
- Place a small area rug over existing flooring as long as it does not pose a trip hazard.
- Bring in freestanding coat racks or umbrella holders.

Don'ts

- **Paint or make structural changes or alter their assigned 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.**
- **Augment College provided office furniture with daybeds, futons or sofas.** Santa Clara Fire regulations require upholstered furniture if public facilities be of commercial quality with fire retardant.

Microwaves and refrigerators in offices and workstations are strongly discouraged and pose possible fire safety violations. Office space and workstations are work environments and are not meant to serve as multipurpose living spaces, home away from home spaces, recreation or family rooms.

Faculty/staff are responsible for maintaining a neat office/work area, that is relatively free of clutter and meets fire /safety access and occupancy requirements. The District/College has the right to conduct office/work area and fire/safety inspections, and require the clean up or removal of office items based on this policy, violations of fire

safety codes or the standard of what a responsible person would consider a “relatively free of clutter” office.

V. Vacating Office Space

Full-time faculty who are vacating their office assignment because of retirement, leave or for other reasons, will have thirty days 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. Part-time faculty please refer to the ***Baldwin Winery Part-Time Faculty Office Pod, Policy & Procedure regarding office length and vacating***. Staff who are vacating assigned workstations and offices should follow the directions of their manager or supervisor.

All furniture and equipment provided in offices by the College must remain in the office. If requested, College Operations will provide boxes for packing.

If, for any reason, the assigned office is not vacated and effects packed and moved 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 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.

De Anza College Office Checklist

Office Location				
Checklist Items	Yes	No	N/A	Comments
Desk, task chair and side chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bookcase or bookshelf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
File cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blinds or shades for windows and doors with windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trash receptacle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recycle bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flooring/carpet in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other				
Additional Comments				