



Red Rocks Community College Faculty Senate Operational Guideline

Title:	Faculty Office Changes	Type:	Operational Guideline
Originated:	Previous Version 9/3/19	Approved:	12/15/2021
Effective:	Spring 2022	Revised:	12/7/2021

References:

See <https://www.rrcc.edu/faculty-senate/documents-initiatives-offices> for the faculty offices master list as well as the current faculty office waiting list.

Purpose:

The purpose of this operational guideline is to describe how full-time faculty offices are assigned and how faculty office moves are handled.

Scope:

This operational guideline applies to full-time faculty offices and faculty offices that are temporarily in use by non-faculty on the Lakewood Campus only and excluding any offices in special program areas. Special program area offices are defined below. See the faculty offices master list linked from www.rrcc.edu/faculty-senate for a full list of offices.

- 1. Faculty Office Waiting List:** Priority for changing offices is established by the Faculty Office Waiting List. Only full-time, non-limited faculty can be on the list. This list will be maintained by the Faculty Senate President and posted on the faculty senate website.
 - a. When faculty change offices, they go to the bottom of the list.
 - b. All new faculty are automatically placed at the bottom of the list according to date of hire, with the exception of faculty on the Arvada campus or who have permanent offices in one of the special program areas.
 - c. If a faculty member changes positions within RRCC, the faculty member forfeits their office. If the new position is temporary and has a duration of 1 year or less, the office can be occupied by a limited faculty member for the duration of the temporary position.
- 2. Office Changes:** Faculty office changes will happen once a year during the spring semester. The Faculty Senate President will indicate to the faculty all available offices and faculty will have the opportunity to select a new office. If changes occur, the Faculty

Senate President will issue a new list of available offices and faculty who have not changed that year will have another opportunity to select. This process will be repeated until no one wishes to change.

- a. Faculty with an office in a special program area cannot move offices in order to save an office in the special program area for future use.
 - b. Offices in special program areas can only be occupied by faculty outside of the special program if there are no other vacant offices.
 - c. New faculty hires in a specialty program area are given priority to the specialty program area offices regardless of office occupation. Faculty occupying an office in a specialty program area will be asked to move at the end of the academic year in the event a new faculty for the specialty program area is hired.
 - d. Faculty on sabbatical or in their transition year do not forfeit their office.
3. **Special Program Area Offices:** Vacant offices within certain program-specific areas of campus will be given first priority to faculty in the programs in those areas. These areas are:
- a. **Science Hallway – (BIO, PHY, GEY, AST, CHE, ENV, SCI)**
 - **Rationale-** safety concerns about being able to recognize and address any lab concerns quickly.
 - b. **Fire Sciences Wing – (FST, EMS, OUT, PRA, LEA, GEO)**
 - **Rationale-** safety and access to equipment. Safety concerns about being able to recognize and address any area concerns quickly.
 - c. **Basement Level – (MGD)**
 - **Rationale-** offices are behind a locked door and access to students not in the program would be cut off
 - d. **Environmental Technology Center- (WQM)**
 - **Rationale-** offices are behind a locked door and access to students not in the program would be cut off
 - e. **CAD/EGT area**
 - **Rationale-** offices are behind a locked door and access to students not in the program would be cut off
 - f. **Construction Technology**
 - **Rationale-** safety and access to equipment. Safety concerns about being able to recognize and address any area concerns quickly.
 - g. **Computer Technology Wing (1400 Hallway)**
 - **Rationale-** Computer labs were built with computer tech student fees. The students use the labs during office hour times and the faculty need to be close for help.
 - h. **Arvada Campus- (DMS, HHP, HPR, HWE, MAP, MOT, NUA, NUR, PAP, RTE)**
 - **Rationale-** offices are not easily accessed for students with a majority of classes on the Lakewood Campus
4. The Faculty Senate President will update the faculty master list and give a list of the remaining vacant offices to Instructional Services Leadership. Instructional Services Leadership will contact faculty that are changing offices to facilitate the move. Moves will occur by the end of June, in coordination with facilities.
 5. Instructional Leadership will assign new faculty offices in consultation with that faculty member's department.
 6. Vacant office space will remain as designated faculty office space, but office space may be temporarily reassigned by Instructional Leadership.