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Office Space, Equipment, and Safety Conditions

\_.1 Office Space.

(a) The University shall provide each faculty member and academic professional with office space and office equipment commensurate with assigned responsibilities. Such equipment shall normally include a telephone, IT devices such as computers and tablets, and office furniture.

(b) Each faculty member and academic professional shall be provided with an enclosed individual office that has a door lock and is aligned with FERPA regulations.

(c) Faculty members and academic professionals who provide confidential counseling services with the title psychologist, psychiatrist, wellness counselor or other mental health clinical professional shall be provided with an enclosed individual lockable office to guarantee the privacy of students.

(d) Each faculty and academic professional shall, consistent with building security, have reasonable access to the faculty member's office space, and laboratories, and the classrooms used in connection with assigned responsibilities. This provision may require that campus security provide access on an individual basis.

(e) Change in Office Space. A faculty member or academic professional shall be notified, if practicable, at least one (1) month prior to a change in their office location or a planned alteration to their office that impedes their work effectiveness. The faculty member or academic professional shall be provided the reason(s) necessitating the change or alteration. The University shall move University supplies and equipment.

\_.2 Equipment

(a) Each faculty and academic professional who has contact with students on a regular basis shall be provided with a conference table and at least two (2) chairs.

(b) Each faculty and academic professional who provides counseling services with the title psychologist, psychiatrist, wellness counselor or other mental health clinical professional shall be provided with appropriate furniture for counseling services.

(c) At the date of hire, each faculty and academic professional shall have a budget of \$3000 for IT device purchase of their choice (for example, desktop computers, laptop computers, monitors, tablet devices, or printers). Every four (4) year of service, each faculty and academic professional shall be provided with a budget of \$2000 to add, upgrade, or replace IT devices.

35 (d) Each faculty and academic professional shall have the access to the administrator's  
36 account of their IT devices if applicable and desired.

37 .3 Safe Conditions.

38 Whenever a faculty member or academic professional reports a condition that the faculty  
39 or academic professional feels represents a potential violation of safety or health rules  
40 and regulations, the appropriate administrator shall investigate such conditions. Upon  
41 conclusion of the investigation, the appropriate administrator shall inform the faculty or  
42 academic professional of what action is being taken, if action is necessary. No faculty  
43 member or academic professional shall suffer an adverse employment action for making  
44 a report under this section.