

ARTICLE _

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) The university shall strive to provide 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.

1. In the current IST faculty office space, faculty shall have access to private meeting space for confidential conferences with students as required by FERPA (collaboration rooms), as well as conference table space when necessary.

2. For any building redesign or future construction, adequate faculty offices and meeting space shall be a top consideration to meet the educational and research goals of the university.

(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.

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

37 (c) At the date of hire, each faculty and academic professional shall have a budget of
38 \$3000 for IT device purchase of their choice (for example, desktop computers, laptop
39 computers, monitors, tablet devices, or printers). Every three (3) year of service, each
40 faculty and academic professional shall be provided with a budget of \$1500 to add,
41 upgrade, or replace IT devices. Reasonable additional requests to fulfill job requirements
42 shall not be arbitrarily denied.

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

45 .3 Safe Conditions.

46 Whenever a faculty member or academic professional reports a condition that the faculty
47 or academic professional feels represents a potential violation of safety or health rules
48 and regulations, the appropriate administrator shall investigate such conditions. Upon
49 conclusion of the investigation, the appropriate administrator shall inform the faculty or
50 academic professional of what action is being taken, if action is necessary. No faculty
51 member or academic professional shall suffer an adverse employment action for making
52 a report under this section.