

#### IV.D.

### **OFFICE FURNISHINGS AND SUPPLIES**

(August 21, 2018)

Faculty are provided private offices to the extent space permits. Standard equipment includes: desk, computer table, desk armchair, two side chairs, two file cabinets, work light, and wastebasket. Offices without built-in book shelves are provided book cases. Newer offices have dry-marker and bulletin boards. These may be installed in older offices upon request to the Department Chair.

Adjunct faculty are provided office space on a "space available" basis.

Each new faculty member is provided a box of office supplies including such things as: College stationary, stapler, paper clips, paper, pens, pencils, scissors, stapler remover, pads, letter opener, tape dispenser, grade book, etc. Additional supplies may be obtained from the Department Administrative Assistants.

Duplication, paper cutting, and stapling equipment is provided in the workrooms associated with College administrative offices. Administrative Assistants are trained in the proper use of this equipment. Faculty are asked to take advantage of the secretarial service provided by the School and have duplication work done for them by their administrative assistants.

Each office is equipped with a telephone. A voice mail system is operational. Typewriters are available in a common area near the secretaries' work stations. Each faculty member is supplied with an IBM compatible or Macintosh computer with printer. These are connected to the common network which provides access to E-Mail, a variety of software packages, Internet, Library services, a laser-jet printer, and other campus computing resources. Computer laboratories are provided in the library, CCH, CI, IH, and the O'Connor Building for student/faculty use.

A SCAN-TRON machine for grading test forms is available in the common area near the secretaries in the Faculty Center. Forms are available from Department Administrative Assistants. Also, the Testing Center has an alternative electronic grading system available. This system can provide additional diagnostic information for tests and test questions. Forms may be obtained from the Testing Center.

Workrooms have a refrigerator, coffee maker, and microwave oven for use by faculty and staff. Faculty and staff are responsible for cleaning up after themselves.

## College Abandoned Property (Faculty)

### Summary:

This college policy expands on university rule *21.99.04.C1, Disposition of Abandoned and Unclaimed Personal Property* to outline the process of handling personal belongings left behind by a faculty member upon a separation from employment at the university.

### Process:

1. Collection of the abandoned personal property
  - 1.1. The department chair will notify the Office of the Dean and the University Center that the former faculty member left personal property behind.
  - 1.2. The department chair will appoint at least two (2) individuals (faculty or staff) from the department to box up the abandoned property, create a log of the property, and transfer the property to the University Center for storage until the property can be disposed of according to section 2 of this document.
    - 1.2.1. The department chair may appoint individuals from another department if necessary to ensure that at least two (2) people perform this task.
    - 1.2.2. If college or department staff are available for this task, the department chair may request their assistance.
  - 1.3. The department chair will attempt to contact the former faculty member or authorized designee within ten (10) business days to pick up the property.
  - 1.4. The former faculty member or authorized designee will be given ten (10) business days from initial contact with the department chair to make arrangements to pick up the personal property from the University Center.
2. Disposition of the abandoned property
  - 2.1. If the attempt to contact the former faculty member is successful and arrangements have been made for retrieval of the property within the allotted timeframe:
    - (a) The former faculty member or authorized designee may pick up the property during the University Center's normal business hours; and

- (b) The University Center must notify the Office of the Dean that the property has been picked up by the former employee or authorized designee.
- 2.1.1. At the department's discretion, it may ship the property to the former faculty member or authorized designee at either the department's or faculty member's/authorized designee's expense.
- 2.2. If the attempt to contact the former faculty member or authorized designee is unsuccessful after the allotted timeframe, the University Center will dispose of the property in accordance with university rule *21.99.04.C1, Disposition of Abandoned and Unclaimed Personal Property*.