

WESTSIDE FACULTY OFFICE NORMS

Developed by Campus Improvement Committee, Spring 2013

Privacy and Quiet Time:



Conversations: Conversations in the faculty area, whether work-related or personal, should be kept low and brief to not disturb colleagues, staff or visiting students. It is important to bear in mind that students in cubicles or at the back tables or our workstudies can overhear conversations.



Personal Phone Calls: Faculty members are asked to remember that all phone calls can be heard by cubicle neighbors, and for that reason, it is suggested that faculty members should use the phones in the conference rooms for private phone conversations.



Cell Phones: All cell phones should be set to vibrate or very low volume. Any reminder beeps or noises should be turned off if the phone is left in the cubicle area. When answering or making cell phone calls, faculty members are asked to move to the conference rooms or outside the faculty office area for privacy and in order to not disturb other faculty.



Cubicle Meetings: Meeting with visitors in cubicles is recommended only if the visit is with one visitor and the meeting is relatively short. As cubicles do not allow for privacy, if sensitive or private information needs to be discussed, it is better to NOT meet in a cubicle.

Meetings:



Conference Room Meetings: Meeting with visitors in a meeting room is recommended if there is more than one visitor, or if the meeting will take more than a few minutes. It is recommended that tutoring of students, or giving students feedback, take place in a meeting room to allow the student's privacy.

Conference Rooms located in the rear of the faculty office area are available on a drop-in basis for meetings with students or other visitors. Anyone using these conference rooms is asked to complete the log for each use.



Reception Area Meetings: Meeting with visitors in the reception area is recommended if the meeting is very brief.



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Students:



Visitors, including students, are always asked to wait for assistance. For cubicle security purposes, students, book reps, or **anyone else will need to be escorted by the receptionist or a faculty member.** In all cases, the faculty member is contacted either by phone or in person to let them know that a visitor is in the reception area to see them. The instructor's direction is then followed. It is the faculty member's choice if they desire to escort the visitor to their cubicle, to a conference room or if they prefer to meet with the visitor at the front desk reception area.



Make-up Tests: Student test-taking in the faculty area is the responsibility of the faculty member. Reception personnel cannot administer or monitor student tests. It is recommended that students taking tests be placed in conference rooms for privacy. If all conference rooms are busy, students may be placed at the tables along the windows. **The Testing Center** in WSII can administer proctored tests. (224-5382, <http://www.cnm.edu/depts/testing/westsidemakeuptesting.html>).



Student Papers that are submitted for faculty should have an information sheet attached by the student. All papers are placed by the receptionist in faculty mailboxes immediately. Students are required to sign a log sheet located at the front desk whenever they drop something off for an instructor. The office staff also checks the drop box outside the Faculty Offices' door every morning. Papers that are collected are immediately placed in faculty mailboxes.



Student Information Items to be picked up by students should be placed in the faculty member's mailbox, with the student's name clearly noted on the item.

Office Staff:



Office Coverage for the front desk is provided between 8 a.m. and 5 p.m., Monday through Friday. Although every effort is made to provide this coverage, there may be times when constant coverage is not possible. During such times, the office door will be locked. Students will be directed to use the phone outside the office door to contact instructors. The drop box is also available for homework or student evaluations.



Supplies are ordered periodically for faculty use. Office staff should be notified if something is needed immediately or if forms or supplies are low. A "supplies needed" form is posted on the supply cabinet door in the workroom.



Schedule Changes should be provided to office staff when they arise. Office staff may need to assist the substitute in locating class materials and can more adequately assist students in these cases.

Faculty specific info:



CNM Phone calls are transferred to the faculty member's desk phone or individual voice mail. Upon the caller's request, a message will be written and placed in the instructor's mailbox as well. When messages take top priority or are deadline-driven, messages *may* be taped to the faculty member's computer monitor for immediate notice.



Copies are normally the responsibility of each individual faculty member. Duplicating and Postal Center (DPC) makes copies, and the turn-around time is usually one to two days. DPC forms are available, and duplicating can be ordered by e-mail with attachments.



A **"Bull Pen" area** with computers is available for part-time faculty members to use during times that they are not assigned to a cubicle, but need to use office space. These computers are available on a first-come basis.



A **Faculty Member's Office Hours** are given to anyone asking when the faculty member may be in the office. It is requested that each faculty member provide a copy of his/her weekly schedule to the office staff each term.



File Cabinets are located in the front and rear of the office area for extra filing space for the faculty members. Keys may be requested from the office staff.

Kitchen and Food:



Coffee and other food amenities are available in the kitchen area. Anyone using these amenities is asked to either contribute to the cost each month, or to bring coffee supplies or food items to share.



Kitchen Area is used by many faculty and staff members; therefore, you are asked to do the following to help us maintain the area:



Clean up after yourself, including wiping out the microwave



Do not leave any dishes in the sink



Use the refrigerator to store only what you need for the day. As there is limited space in the refrigerator, please do not store items such as sodas, etc.