



Category

POLICY: 5-14 Instructor Use of Facilities

Approval

LT Approved: October 18, 2023
Effective Date:
Revised:
Responsible Party: Academic Vice Presidents

Policy Statement

WSU Tech instructors have the right to reasonable use of building facilities, classrooms, and office equipment.

Section A: Building

1. Meetings - Instructors have the right to reasonable use of building facilities for meetings at reasonable times and hours when such buildings are open, and the operating staff is on duty.
2. Instruction Preparation - Instructors shall have reasonable access to classrooms, equipment, or appropriate offices for instructional purposes or for instructional preparation

Section B: Equipment

1. When not otherwise in use, instructors may reasonably use any equipment (not including supplies) located anywhere in the building of their assignment(s). Such equipment shall not be removed from the building except with advance written approval of their Academic Dean.
2. Instructors are required to meet safety requirements before being able to use the equipment.

Section C: Procedures

1. As referred to in Sections A and B, such use shall be arranged and approved through the Academic Dean or his/her designee. Such use shall not be unreasonably withheld.
2. Instructors must leave the space and equipment clean and ready for the next user.

Section D: Posting Materials

1. Subject to reasonable regulation by the Faculty Council or Academic Dean, instructors have the right to post items on faculty bulletin boards and to place items in instructors' boxes. A copy of any duplicated material placed in instructors' boxes shall be furnished to the Academic Dean no later than the time of distribution.
2. Materials which propose or promote any action by an instructor or group of instructors to violate any term of this agreement or any Board or administrative policy, rule, regulation, or directive shall not be placed in instructors' boxes or on faculty bulletin boards.