

## Access to Services / Departmental Support / Classroom Related Expenses

Roosevelt University	Elgin Community College	NEIU	City Colleges	Columbia College
<p><b>Union Rights</b></p> <p><b>E. Office Space</b></p> <p>The University shall provide the Union a furnished office at the Chicago campus and at the Schaumburg campus, with Internet access, a telephone assigned for its exclusive use, and a listing in the University directory. The Union shall reimburse the University for the cost of long distance telephone service.</p> <p><b>M. Communications</b></p> <p>Adjunct faculty members shall have access to e-mail, voice mail and campus mail in accordance with University policies on the use of such means of communications as long as they are members of the bargaining unit.</p>	<p><b>6.7 Equipment Maintenance and Repair</b></p> <p>Faculty with assigned teaching loads involving laboratories may be awarded, with prior written approval by the dean, an additional contract for the increased responsibilities of laboratory management, i.e., equipment repair and preventive maintenance, in compliance with industry standards, inherently generated by the instructional area and not subsequently covered by maintenance agreements or qualified paraprofessionals. The contract shall be established between the College and the department faculty based on twenty-eight dollars (\$28) per hour. Timesheets are required in support of all hours worked for maintenance and repair.</p>	<p><b>Article 11 FACILITIES, EQUIPMENT, AND SAFETY</b></p> <p><b>11.01</b> It is in the joint interest of the University and the Union that all Employees are provided with the space, materials, and equipment necessary to fulfill their professional obligations. In accordance with applicable law, policy, and established procedures, the University will provide access to (a) necessary equipment and materials, which may include current and appropriate technologies and (b) instructional, office, and laboratory facilities conducive to the performance of assigned obligations.</p> <p>In the event that private space is necessary in order to conduct confidential obligations, the Employee and her or his supervisor will collaborate to find appropriate space. In the event that secure space for the storage of sensitive or personal materials is necessary, the Employee and her or his supervisor will collaborate to implement an appropriate solution.</p> <p>A. Once assigned an office or research space, an Employee will not be relocated without consultation and appropriate notification to the Employee and the University Contract Administrator. No relocation may be done in an arbitrary, retaliatory, or capricious manner.</p> <p><b>11.02</b> In accordance with University policy, Employees may obtain entry to their assigned workspaces including times other than normal university operating hours.</p> <p><b>11.03</b> In accordance with applicable university policy and procedures, university facilities, equipment or personnel shall be used only for university business. It is the expectation that all Employees will cooperate with efforts to make full and appropriate use of the university space and equipment.</p>	<p><b>X. Part-Time Faculty Compensation</b></p> <p><b>E. Expense Reimbursement.</b></p> <p>Part-time faculty members shall be reimbursed for approved expenses in accordance with District and College policies. The parties recognize that expenses are reimbursed not as income and are reimbursed either through petty cash reimbursements or through accounts payable expense checks. The parties recognize that the part-time faculty members have an obligation to seek approval of any expenses before expending personal funds. Within a given Department, materials reimbursable per course for full-time faculty shall be equally reimbursable for part-time faculty.</p>	<p><b>ARTICLE VIII WORKLOAD</b></p> <p>3. Subject to availability, Unit members shall have access to normal instructional support services, including school office space, clerical assistance, and computer services.</p>

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American University	Georgetown University	George Washington University	Tufts University
<p><b>Section 8.5</b> – Employees will be reimbursed for expenditures for materials and supplies used in the classroom and for costs associated with field trips or other extra-curricular activities with students that are pre-approved in writing by the Department Chair, or designated teaching unit administrator.</p>	<p><b>Article 7</b>            A. The parties have a common interest in ensuring that adjunct faculty members have access to the necessary information and support services to fulfill the duties associated with the adjunct faculty member’s appointment letter or other written agreement....            B. In furtherance of this common interest, the University and the Union agree to address these issues through the Labor Management Collaboration Committee. The Committee will be charged with studying and making recommendations regarding access to the following, which is not intended to be an exclusive list:            1. Available information about a course to be taught by an adjunct faculty member, including syllabi, course goals and objectives.            2. Existing faculty handbooks, policies, departmental mission statements, guidelines, or procedures related to teaching, placing book orders, and submitting grades.            3. Photocopiers, printers, library services, and available classroom technologies.            4. The internet, email, library databases, and on-line resources such as MyAccess and the Learning Management System.            5. Available space for adjunct faculty to prepare for class and meet with students.            6. Existing pedagogical and scholarly resources, training programs on teaching methods, grading criteria, curriculum development, and student learning styles and expectations.</p>	<p><b>Article XII</b>  <b>(A)</b> - If the supplies, materials, and/or software needed to teach a course are unavailable, the Faculty member shall obtain authorization from the department or program chair before incurring any out-of-pocket expense. If the Faculty member is authorized in advance by the University to purchase supplies, materials and/or software for a course, he/she will be promptly reimbursed, upon submission of a receipt or other documentation of the expense.  <b>(B)</b> - All proposed course-related field trips must be approved in advance by the relevant department or program chair...Upon prior written approval by the department or program, the University shall generally make direct payment to the institution or facility to cover the cost of field trips and similar expenses directly related to the course curriculum.</p>	<p><b>Article 9</b>  <b>Section 1</b> - New part-time faculty members will be invited to the new faculty member orientation at the beginning of the school year, where they can be introduced to the procedures necessary to do their job.  <b>Section 2</b> - Any written departmental Mission Statements, faculty handbooks, guidelines or procedures, to the extent they exist, shall be made available to the faculty member before the beginning of the course, with updates as available.  <b>Section 3</b> - If the faculty member is authorized in advance by the University to purchase supplies, materials and/or software for a course, he/she will be promptly reimbursed....  <b>Section 4</b> - All proposed course-related field trips must be approved in advance by the relevant department or program chair... If a faculty member receives written authorization to cover the costs of the approved field trip or similar expenses, he/she will be promptly reimbursed....  <b>Section 5</b> - To the extent available, faculty members shall have access in the Department to computers with Internet access, printers, photocopying, tech support and clerical/ administrative support in order to prepare for classes and serve students.  <b>Section 6</b> - Faculty members shall be provided with individual mailboxes in each department to receive student papers, campus and other mail.  <b>Section 7</b> - Faculty members shall have access to email and free wifi for the term of their appointment, and will not lose such access between semesters, unless notified of non-reappointment.  <b>Section 8</b> - Faculty members shall have access to appropriate space to prepare for class, meet with and advise students, including private space when necessary. This should not be construed, however, as requiring private offices for faculty members.  <b>Section 9</b> - Faculty members shall have full access to library services for the term of their appointment, and will not lose such access between semesters, unless notified of non-reappointment.  <b>Section 10</b> - Part-time faculty will be welcome to participate in available training and/or guidance ... provided by the Center for Excellence in Learning and Teaching, as well as the annual University teaching and faculty development conference. Part-time faculty members shall have the opportunity to apply for grants made available to full-time to the extent that they have been allowed to prior to this Agreement.</p>