

ARTICLE 15  
OFFICE SPACE AND SAFE CONDITIONS

15.1 Office Space.

(a) The Trustees shall provide each faculty member with office space and office equipment commensurate with assigned responsibilities. Such equipment shall normally include a telephone, a computer, and an internet connection.

(1) Each tenured or tenure-accruing full-time faculty member shall be provided with an enclosed individual office that has a functioning door lock, except in a rare and unusual circumstance where to do so would not be reasonably possible.

(2) Non-tenure-accruing faculty members and part-time faculty members in a department or equivalent unit (hereafter, "department") may be provided office space on a shared basis if shared office space is commensurate with their assigned duties and it is not possible to provide individual offices, or if such faculty volunteer to share office space in exchange for compensatory special arrangements. Full-time faculty members who provide confidential counseling services with the title psychologists, psychiatrists, student counseling specialists or other mental health clinical faculty, have responsibilities that require having individual offices, unless there is a rare and unusual circumstance where to do so would not be reasonably possible. If office space is provided on a shared basis, each faculty member sharing such space shall be provided with secure individual storage space.

(b) Each faculty member shall, consistent with building security, have reasonable access to the faculty member's office space and laboratories, studios, music rooms, and the like used in connection with assigned responsibilities. This provision may require that campus security provide access on an individual basis.

(c) Change in Office Space. A faculty member shall be notified, if practicable, at least one (1) month prior to a change in the faculty member's office location or a planned alteration to a faculty member's office that impedes substantially the faculty member's work effectiveness. The faculty member shall be provided the reason(s) necessitating the change or alteration.

(1) The Trustees shall provide assistance in moving University supplies and equipment.

(2) A change in office space shall not be made in retaliation for protected conduct.

15.2 P. K. Yonge Faculty Lounge. In the next new building constructed on the P. K. Yonge campus, the Trustees shall make available to the P. K. Yonge faculty at least one (1) furnished and ventilated faculty lounge that is not available to students.

15.3 Safe Conditions. No faculty member shall be required to work under conditions that

Approved: Michael Mattioli  
For the University of Florida  
Board of Trustees

Approved: Chris Snodgrass  
For the United Faculty of Florida

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violate safety or health rules applicable to the University.

(a) Whenever a faculty member reports a condition that the faculty member feels represents a violation of safety or health rules and regulations, the appropriate administrator shall promptly investigate such conditions.

(b) The appropriate administrator shall reply to the concern as soon as practicable. The reply shall be in writing, if the faculty member's concern was communicated in writing. Upon conclusion of the investigation, the administrator shall inform the faculty member of what action is being taken, if action is necessary.

(c) No faculty member shall suffer an adverse employment action for making a report under this section.

Approved: Michael Mattione  
For the University of Florida  
Board of Trustees

Approved: Chris Snodgrass  
For the United Faculty of Florida

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