

## ARTICLE 21

### INSTRUCTIONAL MATERIALS, SERVICES, AND SUPPORT

- 21.1 The University shall provide all Instructors, without charge, access to the workspace (including keys and keycards if applicable), texts, facilities, services and instructional support the appropriate administrator deems required to perform their instructional duties. Such support may include, but is not limited to:
- a. Library, copy, bookstore, and email privileges;
  - b. Timely access to photocopies, when appropriate;
  - c. Office supplies;
  - d. Computer with internet access, free printing, and instruction-related software;
  - e. Mailbox located in a restricted area;
  - f. Texts/reading materials; and,
  - g. Office/work space if available.
- 21.2 The College shall develop procedures as necessary regarding the use and access of the workspace, texts, facilities, services and instructional support. Any procedures written and finalized by the appropriate administrator and approved by the Dean or designee shall be distributed to all Instructors.
- 21.3 The Department will give consideration to professional development opportunities for Instructors, upon request, and at the Appropriate Administrators discretion.