

## **Academic Affairs Procedures for Room/Building Key Distribution**

Academic Affairs suggests that several principles govern the distribution of keys:

- Keys should be made available to full-time faculty and staff based upon clear institutional guidelines;
- “master” keys of any type should not be routinely distributed to full-time faculty and staff unless specific need can be demonstrated;
- part-time faculty should not be given building keys;
- distribution of room keys should be distributed to part-time faculty on an as needed basis;
- collection of keys from part-time faculty should be undertaken in a regular and systematic fashion;
- Academic Affairs should contribute to efforts to distribute and collect keys for part-time faculty;
- Other organizations within the College should be responsible for the distribution and collection of keys to other employee groups.

Accordingly, Academic Affairs will

- keep an accurate record of all keys distributed to part-time faculty;
- provide keys to part-time faculty on an as needed basis and in a systematic fashion;
- include information about guidelines for keys in its part-time faculty orientations, letters of appointment, etc.;
- give written instructions each fall, spring, and summer terms for the need to return keys at the time of the final exam to all part-time faculty not teaching again in the term following the one for which keys were issued;
- request return of keys again in writing, copy to HR or Facilities, if keys are not returned prior to end of semester;
- forward list of non-compliant part-time faculty to HR or Facilities;
- whenever possible, refuse re-employment to part-time faculty who abuse key privileges;
- recommend to Facilities any locks which are deemed insecure by virtue of problems in key distribution to part-time faculty.