

Section 5 - Administrative and Financial Policies of Interest to the Faculty

5.1 Faculty Lounge

The Pauline Vinnell Faculty Lounge has been presented to the faculty of Eastern Nazarene College for the purpose of creating an atmosphere of relaxed fellowship. Faculty and administrators may obtain keys for the lounge in the office of the Provost. Free coffee is provided in the lounge kitchen. Faculty and administrators are asked to cooperate in the maintenance and the security of the Lounge. Particular assistance is requested in keeping all the lounge doors locked at all times so that the only access is via personal key.

Faculty and administrators may hold meetings in the lounge, but regular faculty use on school days is not to be preempted. The lounge may be reserved through the office of the Provost for social events or during evening hours or on non-school days. It is not available for use by students, staff or building residents other than faculty. The faculty member reserving the lounge should take responsibility for clean up and security of the room after the meeting.

The lounge may sometimes be used during prime time for meetings of college-wide significance as determined by the Administrative Council. Notices of such meetings will appear on the lounge door.

The Instructional Development Committee has accumulated, with the support of a federal grant, a collection of books and other resources which are kept on bookshelves in the lounge and are available for faculty to assist them in their teaching. This functions on the honor system: faculty are asked to sign-out materials which they take from the Lounge and not to keep such materials longer than two weeks. If you are aware of such materials which have a general faculty appeal and would be appropriate additions to this library, please suggest them to any member of the Instructional Development Committee.

5.1.1 Faculty Lounge rental

The faculty lounge may be rented during the summer months (specifically from two weeks after Spring Commencement until two weeks prior to Faculty Day) to outside organizations. Conference Services is instructed to use discretion in which groups are allowed access, and all rentals must come through the Office of the Provost for final approval.

Income from such rentals would be dedicated to subsequent faculty lounge refurbishment.

5.1.2 Staff Use of the Faculty Lounge

Staff are permitted to use the faculty lounge under the following conditions:

- 1) Regular faculty use on school days will not be preempted.
- 2) Scheduling of the lounge will be through the Office of the Provost.
- 3) Staff can use the Faculty Lounge each day during the lunch hours of 11:30am and 2:30pm.
- 4) The Staff understand that the Faculty reserves the lounge during the year for meetings and lunches.
- 5) A mechanism for posting the usage schedule will be implemented.
- 6) The staff will not be able to reserve the space; the lounge may only be reserved by faculty members.
- 7) Staff members are not to use the refrigerator in the lounge. Staff members bringing their lunches should already have a space to store their food and leftovers and will not need the refrigerator.
- 8) Use of the stove and coffeemaker is permitted, however the staff members using these appliances are responsible for clean-up and turning off these appliances when not in use.
- 9) Staff members using the lounge should take responsibility for clean-up and security of the room upon their departure.

5.2 Archives

Archival records of official College publications, minutes, and other documents pertinent to the history of the College are maintained in the College Archives by the Archivist appointed by the President. Faculty members are asked to preserve for the archives such documents and memorabilia as may enhance the record.