

Division of Humanities

Standard office furniture & equipment provided by the Humanities Division

Updated 11/01/16

The Humanities Division is committed to providing a standard complement of ergonomic office furniture for every employee. Upon turnover/a new hire, the office or workstation assigned will be reviewed by the Facilities Coordinator to ensure the following minimum office furniture and equipment is installed as appropriate for the position:

Newly Hired Ladder Rank Faculty, SOE, and Continuing Lecturers

- Desk(s) or other suitable work tables or surface(s) (approx. value \$1400)
- Side table (to meet with students) (approx. value \$400)
- Task chair (approx. value \$400)
- Side chair (approx. value \$200)
- File cabinet (approx. value \$500)
- Mobile pedestal (a small moveable cabinet that can hold either two file drawers or two smaller drawers and one file drawer, fits under desk/table, approx. value \$200)
- Bookcase(s) or bookshelves on the wall (approx. value \$400)
- Telephone (land line, arranged with ITS)
- Network connectivity (hard wire and/or wireless, arranged with ITS)

Optional furniture/accessories:

- Whiteboard or Chalkboard or Tack Board (approx. value \$150)
- Plastic chair mat (approx. value \$50)
- Anti-fatigue floor mat (approx. value \$50)
- Task lighting (approx. value \$30)
- Book ends for shelving (10 max, approx. value \$40)
- Stapler, tape dispenser, scissors (1 each, approx. value \$15)

Total value including delivery and installation is approximately \$3,000 funded by Humanities Division Facilities Maintenance account.

If adaptive technology or additional accommodations are needed, an employee should speak with the Department Head to make arrangements.

Computer: Faculty with start-up accounts will be required to utilize their own start-up funds for the purchase of their initial computer. ITS staff (hcs@ucsc.edu) will provide consultation on computer equipment, and will usually handle the actual purchase, charging it to the start-up funds.

Furniture: If faculty purchases office furniture in addition to, or in substitute of this complement, the start-up account can be used to make purchases. Please coordinate furniture requests using start-up funds through Finance Director, Katie Novak (novak@ucsc.edu).

Newly Hired Lecturers, Graduate Student Instructors, Teaching Assistants, Visiting/Temporary Instructors and/or Researchers

Will be provided with furniture, equipment in accordance with MOU provisions, if any, or will be negotiated on a case-by-case basis.

Below is list of specifications of division-provided furniture, as of this date.

Subject to change, depending on budget situation and as new products come on line:

- Desk (Steelcase, Airtouch Dual Corner or Airtouch Straight (rectangular) w/ hydraulic lift - can be used sitting or standing)
- Task chair
- Side chair
- File cabinet (Steelcase Lateral, various widths, from 2-drawer up to 5-drawer)
- Mobile pedestal (a small moveable cabinet that can hold either two file drawers or two smaller drawers and one file drawer, fits under desk/table)
- Wall shelving (see Tony Grant for more information, tegrant@ucsc.edu)

Optional furniture:

- Whiteboard or Chalkboard or Tack Board
- Plastic chair mat
- Anti-fatigue mat
- Task lighting

Newly Hired Staff

Computer: Staff will be provided with a division-funded computer and the furniture complement above. ITS Staff will provide consultation on computer equipment.

Furniture: Department Heads should coordinate furniture requests with Academic Services Manager (831-502-5464) and/or Facilities Coordinator (Tony Grant, tegrant@ucsc.edu, 831-459-4710)

Contacts

- Katie Novak, Finance Director: novak@ucsc.edu, 831-459-5742
- Academic Services Manager: TBD, 831-502-5464
- Tony Grant, Facilities Coordinator: tegrant@ucsc.edu, 831-459-4710
- ITS Staff: hcs@ucsc.edu
 - Jay Olson: Client Services Manager, jeo@ucsc.edu, 831-459-5696