

## **ARTICLE 22**

### **INSTRUCTIONAL MATERIALS, SERVICES AND SUPPORT**

- 22.1 The English Language Program shall provide all bargaining unit employees, without charge, access to the workspace, 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.
- 22.2 The English Language Program 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 of the College of Extended Studies and International Programs or his/her designee shall be distributed to all Instructors.
- 22.3 The ELP website shall have a link to the ELP Instructor pay scales and collective bargaining agreement.