Faculty are provided private offices to the extent space permits. Standard equipment includes: desk, computer table, desk armchair, two side chairs, two file cabinets, work light, and wastebasket. Offices without built-in book shelves are provided book cases. Newer offices have dry-marker and bulletin boards. These may be installed in older offices upon request to the Department Chair.

Adjunct faculty are provided office space on a "space available" basis.

Each new faculty member is provided a box of office supplies including such things as: College stationary, stapler, paper clips, paper, pens, pencils, scissors, stapler remover, pads, letter opener, tape dispenser, grade book, etc. Additional supplies may be obtained from the Department Administrative Assistants.

Duplication, paper cutting, and stapling equipment is provided in the workrooms associated with College administrative offices. Administrative Assistants are trained in the proper use of this equipment. Faculty are asked to take advantage of the secretarial service provided by the School and have duplication work done for them by their administrative assistants.

Each office is equipped with a telephone. A voice mail system is operational. Typewriters are available in a common area near the secretaries’ work stations. Each faculty member is supplied with an IBM compatible or Macintosh computer with printer. These are connected to the common network which provides access to E-Mail, a variety of software packages, Internet, Library services, a laser-jet printer, and other campus computing resources. Computer laboratories are provided in the library, CCH, CI, IH, and the O’Connor Building for student/faculty use.

A SCAN-TRON machine for grading test forms is available in the common area near the secretaries in the Faculty Center. Forms are available from Department Administrative Assistants. Also, the Testing Center has an alternative electronic grading system available. This system can provide additional diagnostic information for tests and test questions. Forms may be obtained from the Testing Center.

Workrooms have a refrigerator, coffee maker, and microwave oven for use by faculty and staff. Faculty and staff are responsible for cleaning up after themselves.