

**ARTICLE 14**  
**WORKSPACE/MATERIALS**

**14.1** The University shall provide reasonable access to or reimbursement for facilities, services, texts and instructional support required for the position. Examples of access that may be required include, but are not limited to:

- Office and desk space and telephone
- A computer with internet access
- Computer software
- Storage and laboratory space
- Mailbox
- Office supplies
- Texts and/or reading material
- Printing facilities,
- and Equipment to perform research required for the appointment

**14.2** Before an ASE's work location is moved, or before there is a substantial alteration of the ASE's work space, the affected ASE normally shall be notified at least thirty (30) days before the change is to take place. In the event thirty (30) days' notice is not feasible, the ASE shall be notified as soon as reasonably possible.