

SUBJECT: OFFICE, RESEARCH, AND STORAGE SPACE POLICY**1. Purpose**

University facilities are valuable resources and are allocated for specific functions or purposes. In order to address changing and unmet space needs, the University must effectively analyze and evaluate space-related requests. This policy:

- identifies the principles which govern allocation of all UNBC owned or leased space;
- identifies who has responsibility for assigning space and the process for tracking it;
- identifies who has responsibility for outfitting space for faculty, staff or student use;
- identifies how space needs are identified and prioritized; and
- establishes guidelines for space renovations.

Procedures for policy implementation are in Appendix B.

2. Scope

This policy applies to the allocation of all UNBC owned, rented, or leased space. It applies to all faculty, staff, students, and outside agencies. This policy does not apply to the allocation of classroom space.

3. Authority

3.1 The Provost is responsible for this policy. The Space Allocation Committee recommends and advises the Provost on space allocation policy.

3.2 The Provost delegates this responsibility as follows:

3.2.1 To the College Deans for all educational and research programs:

- a) The College Deans will consult with the Vice-Provost Research and Graduate Programs and the Provost as required.
- b) The College Deans will allocate space (e.g. to individuals, Research Institutes etc.) within their Colleges and the Deans may alter those allocations at any time.

3.2.2 To the Administrative Deans for all administrative functions with their portfolios.

3.2.3 Decisions concerning regional campuses are the responsibility of the Director of Regional Operations.

3.2.4 Decisions about non-academic space are the responsibility of the CFO.

3.3 Facilities Management will provide technical and operational assistance and space tracking for decision-making for the delegates above.

Principles

Space must be allocated and reallocated effectively and efficiently in order to meet University-wide priorities. Priority will be given to uses which support the University and its faculty, staff and students in their missions of instruction, research and public service according to the following criteria.

- A. Highest priority is given to individuals or units identified as being seriously deficient in available space relative to documented needs.
- B. High priority is given to activities which:
 - require regular access to on-campus amenities and infrastructure for their efficient execution;
 - support the research and/or academic programs of regular faculty, along with associated administrative staff support;
 - generate overhead;
 - can demonstrate the need to interact/liaise with other campus units on an in-person and regular basis; and
 - are service and outreach related activities, along with associated administration and staff.
- C. For employees located off campus but having temporary or part time business on campus, office space will be provided on a temporary (as needed basis) or shared basis if possible.
- D. Individuals, organizations or agencies who have received the University's commitment for space but who do not meet the priority criteria as outlined above may be directed to leased (off campus) space. This space shall be allocated with the understanding that upon the expiration of the University's lease these individuals/groups will be accommodated on campus or at another suitable alternative site if possible. Use of space in off-campus buildings shall be reviewed by the respective Dean or the CFO as appropriate on a semi-annual basis. Under-utilization of space will result in reassignment. (See [Section 10](#) for further details on utilization of space).

5. Academic Space

Academic space includes all space allocated to meeting the teaching and research mandates of the University. Both office and research space are included.

5.1 Academic Offices

It is the responsibility of Program Chairs to provide timely notification to their Dean and the Space Allocation Coordinator when faculty space becomes needed or vacant.

5.1.1 Faculty Offices

Individual faculty offices are assigned to faculty members, including librarians and senior laboratory instructors, who hold regular appointments on a full-time, continuing, basis. Such individuals will be assigned one private (single) office regardless of whether they hold appointments with more than one academic program.

5.1.2. Other Academic Offices

Other academic offices are those used by post-doctoral fellows, visiting professors, sessional instructors, adjunct faculty and other research staff. Individuals will be assigned shared or private office space depending on availability. Other academic office space will be evaluated and assigned on a term-by-term basis.

5.1.3 Professors Emeriti

The University encourages Professors Emeriti to continue their research programs. Application should be made to the Dean on recommendation from the Program Chair to the prior to retirement and clearly identify the needs of the faculty member in terms of office and lab space. The allocation of space shall be through a written agreement for a specified time period. At the end of this agreed upon time period, the use of that space will be reviewed by the Program Chair and Dean. Commitment to provide space will be reviewed periodically and may be renewed by the Dean on the basis of research activity, space availability and intensity of use.

5.1.4 Sabbatical Leave/Extended Leaves of Absence

Faculty members on leave for eight months or more may be required to vacate their offices during the leave. UNBC will provide storage space for office contents. Faculty members are responsible for packing up their offices. UNBC Facilities Management will move the office contents.

The University recognizes that not all faculty members on one year sabbaticals will be physically removed from UNBC during the leave. Faculty members who remain at UNBC for their sabbatical leave will retain research space and the University will endeavour to provide office space, possibly shared and possibly at a less convenient location than the regular office. Faculty members choosing the six month sabbatical will not be asked to relinquish or share their office space.

Space allocation during extended leaves of absence for either medical reasons, maternity/parental leave, assisted study leaves, or for any other academic and professional leaves shall be guided by the same principles as that of sabbatical leaves.

Appeals for sabbatical space which has been denied can be forwarded to the Provost for review.

See [section 9](#) for further details on the allocation of storage space.

5.1.5 Graduate Student Offices

The University recognizes that graduate students require office space. Office space will be allocated as a block to the Graduate Student Society according to availability. Requests for office space for graduate students must be made to the Graduate Student Society which will allocate the space according to the principles outlined in Appendix C.

The University also recognizes the need for graduate students who are involved in teaching to have private space to fulfill their advisory responsibilities in an environment

that is conducive to maintaining student confidentiality. The University shall provide office space for such purposes. This space shall be used in a bookable fashion to hold office hours. No other use shall be permitted.

Once graduate student office space has been assigned by the Graduate Student Society, the GSS shall provide a written report to the Associate Dean of Graduate Programs on how space has been assigned. This reporting shall be conducted on a term-by-term basis.

5.2 Research Space

Research space will normally be identified at the point of hiring of a faculty member. The assignment will be reviewed and periodically updated by the Dean or appropriate designate. Research space is allocated as a function of the documented need for special equipment or laboratory infrastructure, the number of students and other research personnel who are supported by the faculty member, the degree of research activity that is occurring, the extent of external funding commitments that require the use of UNBC research space, and such other considerations as may be appropriate to the context of the request.

5.2.1 Research Laboratory Space

Research laboratory space will be allocated based on demonstrated levels of productivity and need. The principles used to determine need will include

- the numbers of students and staff involved in the research program,
- the requirement for specific infrastructure (for example fume hoods),
- the efficiency gains that occur from proximity to other researchers or to infrastructure that is situated outside the assigned space, and
- such other considerations as will lead to the allocation of space that is widely perceived to be justified.

Research space allocations are flexible and will depend on changes in levels of research activity within units, or by individual researchers. Flexibility permits the reassignment of space to meet the needs of successful or growing research programs and reduce the space to those where overall research activities have declined or whose needs have changed.

5.2.2 Research Chairs

Research space for Research Chairs will be identified at the nomination stage of these positions and shall be allocated on the basis of negotiation with the Chair nominee. Requests for space shall at that time be submitted to the appropriate Dean/Provost for approval. Review of space will be undertaken periodically, as for other faculty members.

5.2.3 Research Institutes/Centres/Forests

Research Institutes/Centres/Forests must identify space needs in their proposal for formal sanction by the University Senate. Upon approval, requests for space shall be submitted to the appropriate Dean. Research Institutes/Centres/Forests may be allocated a block of space and the responsibility to manage it responsibly to support research activity. Utilization of space will be reviewed periodically.

6. Administrative Office Space

Administrative office spaces are rooms assigned to one or more individuals on a continuing basis containing office-type equipment and used by administrative and support staff. These include single or multiple-occupancy rooms for senior management, administrative staff, deans and directors of major academic divisions, associate deans and their immediate support personnel, as well as rooms directly serving office space in this category such as conference rooms, special reference libraries, file rooms, vaults, duplicating rooms, computer rooms for administrative use, waiting and reception areas, interview rooms, storage areas, private toilets, lunch rooms and private departmental lounges. Administrative space is allocated based on need; on the size and complexity of departmental operations, and on the basis of University established policies as described by the Provost and the Space Allocation Committee.

The principles of this policy shall apply in space allocation decisions.

7. Service Space

Service space includes all spaces at the University which provide space for services for staff, faculty, and students as defined by the B.C. Universities Space Manual. These include Library Facilities and Study Space (Category 5), Athletic/Recreation Space (Category 6), Food Service (Category 7), Bookstore and other merchandising facilities (Category 8), Audio-Visual/Television Facilities (Category 11), Central Services (Category 12), Health Services (Category 13), and Common Use & Student Activity Space (Category 14). These spaces shall be allocated based on the size and complexity of operations, as well as on the basis of University established priorities as identified through the budget process.

7.1 Student Offices and Support Space

Student offices and support space are a sub-category of Common Use & Student Activity Space, Category 14 of the BC Universities Space Manual. These spaces shall be allocated based on University priorities and availability of space. However, with the exception of student governments, formal space allocations are not made to student organizations. The incidental use of facilities by student organizations may be authorized if the use of space contributes to the goals of the University. Student organizations requesting assignment or re-assignment of informal office space must have approval from the Provost.

Student organizations granted space for one academic year are not guaranteed space for the following academic year. Every organization must reapply annually for space regardless of previous space allocation. Space assignment will be allocated on the basis of:

- community appeal and service as reflected by the organization's purpose, goals, and objectives,
- demonstrated volume of activities or programs which warrants office space (e.g., public contact, work space, intragroup communication, files, equipment, etc.),
- suitability of organizational functions and needs for available office space, and
- record of compliance with guidelines for the use of office space.

All student occupied space will be evaluated annually to determine utilization levels.

8. Departing Staff, Faculty, and Graduate Students

It is incumbent upon departing staff, faculty, and graduate students to ensure that office furniture be left in place and room keys are returned to Facilities. All faculty, research personnel, staff or graduate students who are vacating a laboratory must complete and have signed by the appropriate authorities, the Vacating of Research Laboratories form attached to the [Vacating of Research Laboratories policy](#).

If permanent faculty or staff members request a relocation of their office to another location after another faculty or staff member departs and a vacant office becomes available (i.e. request to relocate from an internal to an external office), application must be made to the appropriate Dean . These vacated offices will be reassigned , at the Dean's discretion but in accordance with policy as set by the Space Allocation Committee, except in the case where offices have been assigned as departmentally allocated space, or spaces.

9. Storage Space

Campus storage space is limited and should be utilized only for equipment or other material that must be retained. Storage space at the University is available in the storage cages located in the basement of the Library and of Building 4, and may at times be available off campus. Application for storage space must be made to the Dean or the CFO, as appropriate. It will be allocated on the basis of demonstrated need and for a fixed time. Materials in storage after the designated time will be removed at the owner's expense. The University retains the discretion to allocate storage space on or off campus as required.

10. Space Utilization Monitoring and Re-evaluation

Staff supporting the Space Allocation Committee will maintain an up-to-date space inventory.

Space assignments are not in perpetuity and are subject to regular review. Review criteria include need, efficient use, existence of more suitable alternatives, and changing demands and availability of space. Supervisors will conduct periodic inspections of allocated space and indicate to the Space Allocation Committee spaces that are under-utilized or no longer needed.

11. Furniture

An equipment and furnishings database will be maintained by Purchasing and used to track the location of all UNBC property.

Office space will be outfitted with a basic set of furniture. This will include a desk, a desk chair, a guest chair, bookshelves (2 for faculty, 1 for staff), and one two-drawer filing cabinet. The University will allocate funding to the Deans or CFO (as appropriate) for the initial outfitting of new office space through the budget allocation process. Purchasing will tag furnishings and record their original destination in the equipment and furnishings database.

Once the office has been fully outfitted with a basic set of furniture, the College_or department that has been allocated the use of that space will assume any further responsibility for costs associated with the replacement of missing furniture or room keys. Colleges and departments will have access to the equipment and furnishings database to help manage furniture inventories.

The departments are responsible for the purchase and maintenance of computers and telephones within departmental office space. In the Colleges, computers for faculty are linked to the person and will move

with that person to another UNBC office. Computers for College staff and limited term instructors are purchased and allocated through the Dean.

Office space allocated for research will be furnished by the University and will consist of a basic set of furniture.

12. Renovation Requests and Funding

Minor renovations are those renovations which may alter existing University facilities or the configuration of rooms through either the addition to or subdivision of space. Departments are expected to fund their own renovations. Minor renovation requests (under \$5,000) must be directed to the respective Deans and be incorporated into the budget submission process as new minor capital renovations. Academic requests will be directed to the respective Dean and administrative requests will be directed to the Chief Financial Officer.

Appendix A: Space Allocation Committee

The Space Allocation Committee is advisory to the Provost on policy concerning the purpose, allocation/assignment, use, and long range planning for University owned and/or controlled space. The Committee representatives are:

- Director of Facilities Management (Chair)
- Executive Director of University Affairs (NUGSS),
- Director of Finance and Operations (NUGSS)
- Vice-Provost Research and Graduate Programs
- Chief Financial Officer
- Registrar
- Capital Project & Space Allocation Coordinator
- Dean, CSAM
- Dean, CASHS
- Dean, Student Success
- GSS Representative
- Vice-President, Graduate Student Society
- Provost
- Associate Dean of Graduate Programs
- University Librarian

Appendix B: Procedures for Allocating Space

Requests for new or changes to existing space are to be made to the respective Dean or the CFO.

- Requests should be made by completing the Space Allocation Form which is available through either the Capital Projects & Space Allocation Coordinator in the Facilities Management or on the website at <http://www.unbc.ca/facilities>. This Space Allocation Form will require, at a minimum, that the following information: a description of all required special physical characteristics,
- the degree of liaison with the rest of the University campus,
- the number and description of personnel to be housed
- the amount of space being requested, and
- the proposed use of the space, including a time schedule and termination date (if applicable) of that usage.

2. Notifying Facilities Management of Space Becoming Available

Notification that space has become available shall be made by the Dean or Director to the Space Allocation Coordinator through email correspondence. The Space Allocation Coordinator will provide the Provost with a report on assigned and available space at the quarterly meetings.

3. Notifying Applicants of Assigned Space

The Space Allocation Coordinator will follow up with a notification letter or email to the person requesting space.

Appendix C : Principles for the Allocation of Graduate Student Office Space

The University shall provide office space for graduate students as established on the basis of University-policy as identified through the Space Allocation Committee. The Graduate Student Society will be given responsibility for allocating that space according to the following priorities:

- full-time, thesis-based students.
- other full-time students
- part-time students.

It must be recognized that while every effort will be made to keep students in the same research area together, this will not always be possible.