



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Education

Academic & Administrative Space Utilization Policy

June 2014

Overview

Space is a limited resource and is not owned by departments, units or current occupants. However, the advantages of assigning continuous use of space for programmatic needs and research objectives will be taken into account.

The allocation of space will be made in an equitable manner to optimize the productive use of this resource, and to advance the mission and strategic priorities of the Faculty.

General Principles

- The Dean's Office has the obligation to assign or reassign space between units in the Faculty.
- Department Heads have the obligation to assign and reassign office and research space within their units.
- The Dean's Office space policies supersede those of departments, just as the University's space policies supersede those of Faculties.
- The Dean's Office has the obligation to review space utilization on a regular basis.

Space Inventory and Requests for Space Assignments

- Each department and unit is responsible for providing current information to the Dean's Office on the use and assignment of space within their assigned category and to update that information whenever changes occur.
- Review and approval of specific requests and proposals for space assignments outside of a department or administrative unit are the responsibility of the Dean's Office.

Allocation of Existing Space

- Space vacated by a physical move or renovation will be allocated back to the Dean's Office.
- Space vacated due to a reduction in program size, reduction in staffing, program elimination or reduction in grant-funded research will also be allocated back to the Dean's Office.
- It is the responsibility of the Dean's Office to evaluate the type and condition of vacated space, and to update the official space register accordingly.

Management of Space Allocated to an Academic or Administrative Department/Unit

- Decisions are to be made by the Department Head. In most cases, responsibility for managing departmental or unit space is delegated to the department/unit Administrative Manager.
- Departments and units are encouraged to assign and configure assigned space to maximize utilization and align use with the Faculty's strategic goals.
- Department and unit Administrative Managers may allocate or reallocate general academic space within their assigned category (e.g., offices, classrooms, laboratories, research spaces); however, notification to the Dean's Office regarding changes in departmental office assignments is essential to ensure the official space inventory remains current and accurate.

Allocation of New Space

- The allocation of new space will be considered by the Dean's Office through descriptions and justifications included in program statements or business cases. As in the case with reallocation of existing space, the proposed assignment of new space will be evaluated against Faculty-wide space needs, current Faculty utilization of classroom and laboratory space, academic program priorities, and the strategic plan.

Tenured and Tenure Track Faculty

- Tenured and tenure-track regular, active faculty (not on leave), will be guaranteed one dedicated office regardless of the number of credits taught in an academic year.
- Faculty Administrators may occupy one office to exercise the duties of their appointment and retain an office space in their home department.
- Faculty who plan to be away from UBC for one or more terms should either vacate their office or make it available for use by one or more Sessional Lecturers, 12 month Lecturers, Postdoctoral Research / Teaching Fellows, visiting teaching faculty, or TAs (assignment made by the Head).
- A faculty member may be eligible for departmental research space (if available) while holding a major grant (i.e., Tri-Council). Once the research is no longer supported by grants, the Head shall reallocate the research space if and as he/she deems appropriate.

Retired Faculty

- Professors Emeriti may share space in departments where space is available. Due to limitations of space, a shared office cannot be guaranteed. If a retired faculty member is teaching, he/she has the same use of office space as Sessional Lecturers; that space will be shared.
- Unless otherwise approved in writing by the Dean, Professors Emeriti should not retain single offices or laboratory research space unless they have active major Tri-

Council research grants which provide significant financial support to graduate students.

Lecturers (with full-time 12-month appointments)

- Lecturers appointed full-time for 12 months will, at a minimum, have access to a shared office and, if available, a single office during the term of their appointment.

Sessional Lecturers (part-time and with less than 12-month appointments)

- Sessional Lecturers (continuing and part-time) whenever possible will be assigned to a shared office during the term of their appointment.

Graduate Students

- Teaching Assistants will share desk space for the period of their term appointment.
- Graduate students without TA appointments have no claim on office space. Every effort will be made to provide graduate students with shared study space. If office space is available, it may be assigned to PhD students to share, but the Faculty cannot guarantee this.

Postdoctoral Research / Teaching Fellows

- Postdoctoral Fellows will be assigned a shared office space for the term of their fellowship when space is available.

Adjunct Faculty

- Adjunct Faculty may be assigned a shared office space for the term of their appointment whenever possible.

Visiting Faculty

- Visiting Faculty will, at minimum, be assigned a shared office during the term of their appointment if they are teaching. If Visiting Faculty are not teaching, space will be assigned only if available.

Research Associates

- Wherever possible the Faculty of Education will assign space to Research Associates.

Management and Professional Staff

- Wherever possible administrative management and professional staff will have their own offices or workstation.

Administrative Support and Technical Staff (CUPE)

- Support staff will be assigned a workstation. Depending on the confidentiality of their work, some CUPE staff may be assigned an office.