



**a place of mind**  
THE UNIVERSITY OF BRITISH COLUMBIA

**Faculty of Education**

## **SPACE ALLOCATION IN THE FACULTY OF EDUCATION**

Revised September 2014

The principles set out in this document apply to all space assignments within the purview of the Faculty of Education, which include research space and academic and administrative space. To ensure equity, transparency and accountability in planning the provision and use of space, all allocations will be guided by both core and operating principles. These guidelines are implemented with due regard for the Faculty of Education's strategic priorities and initiatives. It is recognized that space requirements will vary depending on function and activities, and that allocations may be limited by facility layout as well as space availability. Units that have space delegated to them for assignment by the Dean's Office have the responsibility to develop and make public the criteria they will be using to assign space.

### **Core Principles**

- All space allocation needs to align with provincial and UBC guidelines
- Space assignments should function to ensure spaces are well used
- Space allocations will be based on operational requirements and demonstrated need rather than on position, title, or historical precedent.
- Faculty and staff will be treated with equity and fairness; they will be provided with healthy, safe, and accessible workplaces.
- Workplaces will be designed to effectively support program delivery
- Maximizing value for money will be a goal of all facilities decisions in the Faculty
- Space allocations are not considered permanent and are subject to change, in support of the academic and strategic priorities of the UBC Faculty of Education.
- Some space allocation decisions will be delegated to specific units (e.g., departments, TEO). An inventory will identify categories, but areas/offices assigned to a unit will be adjusted by the Dean's Office following annual review and consultation.

### **Operating Principles for Assignment of Space**

- Individual space allocations will be determined on the basis of functional space requirements, the priorities of the Faculty, efficiency in use of space, and the total space and budget available.
- Space allocations are subject to constraint of availability, and by the physical layout of the facility.
- Any changes to current work environments or workstations /locations for CUPE 2950 staff, must be made within the Collective Agreement (CUPE 2950) Article 24.05.
- At a minimum, departments are responsible for providing office space for tenured and tenure-track faculty associated with their units.
- Enclosed offices will be provided for staff functions that require a high degree of confidentiality, either from other staff within their own group or from the visiting public.
- Assignment of enclosed spaces will be based on functional justification. Enclosed spaces may be single or shared occupant offices.
- Vacant, soon-to-be-vacant, or underutilized space may be reclaimed and reallocated or repurposed by the Dean's Office following appropriate notice and consultation. Upon vacating the space, the former occupant is responsible for ensuring that the space is cleared of any equipment, files and other materials, in adherence to any applicable University and Health Authority policies, procedures, and guidelines.
- Any construction or renovation work that takes place in any space within the jurisdiction of the Faculty of Education requires the prior written approval of the Dean's Office for the purposes of: (1) strategic management of space (both in the Neville Scarfe Building and the future Education Centre *at Ponderosa Commons*); (2) management of capital expenses; and (3) to ensure compliance with applicable regulatory, Health Authority and University standards.

**For all matters pertaining to space allocation in the Faculty of Education contact,**

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**UBC Planning Standards for Administrative Spaces:**

Details	Area in Square Meters	Comments
VP/Dean	30	Including meeting area
AVP	25	Including meeting area
Director/Faculty or Dept Head	16	Including meeting area
Faculty/Senior Researcher/Program Chair	11	Office or workstation
Admin Management/Professional Staff	7 to 11	Office or workstation
Secretarial/Clerical Staff	4	Workstation
Graduate Students	4	Shared carrel space or workstation
Office support space (lounge, meeting /conference room, copy room kitchenette, waiting room, reception area)		Calculated at 30% of office area total

Source: UBC Infrastructure Development

<http://www.infrastructuredevelopment.ubc.ca/facilities/getstarted/spacestandards.asp>