



## ACADEMIC ADMINISTRATIVE SPACE ALLOCATION AND MANAGEMENT

### **1. Overview:**

This document defines the efficient and effective allocation of administrative space within the UBC Faculty of Medicine (FoM) Academic Community at Health Authority and university campuses across the province. In consideration of the high costs of constructing, operating and maintaining facilities, the Faculty of Medicine prescribes the processes, principles and guidelines for the allocation and management of administrative space to support UBC FoM academic programs and activities.

This policy is implemented on a faculty-wide basis with due regard for the strategic initiatives of partner health authorities and in a manner sensitive to the academic needs of faculty and staff. 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. Administrative Units may augment these guidelines to suit their program needs, strategic objectives and priorities.

### **2. Roles and Responsibilities:**

- 2.1. The FoM Space Planning and Facilities Management Unit oversees the allocation, utilization and management of all academic space, on behalf of the Dean and the Faculty of Medicine and under the direction of the Chief Operating Officer.
- 2.2. Day-to-day administration of Academic Space is delegated from the FoM Space Planning and Facilities Management Unit to Department Heads, School Directors and Centre / Institute Directors who are responsible for managing allocations, promoting the efficient utilization of space within their current assignments, and ensuring that any changes are included in the FoM Academic Space Inventory that is maintained by the FoM Space Planning and Facilities Management Unit. Other Administrative Leaders, such as Division Heads, Associate Deans and Administrative Directors may also be accorded delegated authority over space allocations.
- 2.3. Space allocations for new faculty and staff members are determined by the appropriate Department Head, School Director or Administrative Leader. Allocations for new faculty recruits are identified on the Faculty Recruiting Request (FRR) Form and are reviewed and approved by the FoM Space Planning and Facilities Management Unit to ensure compliance with Health Authority, University and Faculty space agreements and other applicable regulations.
- 2.4. Departments, Schools, Centres, Institutes and other Administrative Units shall conduct space reviews annually, or as required by the Dean and the Chief Operating Officer, to ensure that the use and allocation of space continues to comply with FoM policies, guidelines and principles. Allocations and utilization of space are subject to review by the FoM Space Planning and Facilities Management Unit.
- 2.5. Any construction or renovation work that takes place in Academic Space requires the involvement of the FoM Space Planning and Facilities Management Unit to ensure compliance with applicable regulatory, Health Authority and University standards.



## ACADEMIC ADMINISTRATIVE SPACE ALLOCATION AND MANAGEMENT

### **3. Principles:**

The following principles promote accountability, equity, transparency, adaptability, efficiency and effectiveness in the planning, allocation and management of academic administrative space.

- 3.1. Faculty / staff are not allocated more than one academic office / workspace. For faculty / staff who spend a significant amount of time at other sites, provision of an additional shared / swing space will be considered.
- 3.2. Space allocations are based on operational requirements and demonstrated need rather than on position, title or historical precedent.
- 3.3. Intra-departmental sharing of space and facilities to optimize space utilization is encouraged (e.g., support spaces, equipment rooms, conference rooms, touchdown space).
- 3.4. Space allocations are not considered permanent and are subject to change, in support of the academic and strategic priorities of the UBC Faculty of Medicine.
- 3.5. Decisions regarding space allocations are made in an open and transparent manner, and in accordance to the principles and guidelines in this policy. Any change needed to conform to this policy will be discussed in advance by the appropriate Administrative Leader with the affected faculty or staff member.
- 3.6. 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.
- 3.7. Vacant or underutilized space will be reclaimed and reallocated or repurposed under the authority of the FoM Space Planning and Facilities Management Unit, 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.
- 3.8. Space allocations are subject to constraint of availability, and by the physical layout of the facility.



## ACADEMIC ADMINISTRATIVE SPACE ALLOCATION AND MANAGEMENT

### **4. Space Allocation Guidelines:**

Space allocations are based on a number of criteria, including operational activities and requirements, utilization and position functions. Please note that these are not intended as entitlements. Allocations are limited by the area, configuration and type of the space that is available.

#### **4.1. Full-time Academic Faculty / Staff:**

Full-time academic faculty / staff should be allocated a dedicated workspace, provided that the individual spends at least 3.5 days / week on-site.

Full-time academic faculty / staff who work at multiple sites and spend less than 3.5 days / week at one particular site should be provided with shared or swing workspaces at the relevant locations to accommodate operational requirements.

#### **4.2. Part-time Academic Faculty / Staff:**

Part-time academic faculty / staff should be allocated a dedicated workspace, provided that the individual spends at least 3.5 days / week on-site.

Part-time academic faculty / staff who spend less than 3.5 days / week at a particular site are provided with a workspace that is assigned to 2 or more users, and shared on a temporal basis (during pre-determined days/times). Schedules are coordinated to maximize space utilization.

#### **4.3. Clinical Faculty, Adjunct Professors, Associate Members:**

No space is allocated to clinical faculty, adjunct professors or associate members unless they also hold an administrative appointment.

#### **4.4. Faculty with Administrative Appointments:**

Associate and Assistant Deans, as well as faculty members with an additional administrative appointment (e.g. Site, Program Directors) should be provided with a dedicated, shared, or swing workspace. Assignments are based on functional requirements and frequency of use.



**ACADEMIC ADMINISTRATIVE SPACE ALLOCATION AND MANAGEMENT**

**4.5. Workspace Allocation Table:**

The following describes the various workspace functions and identifies the allocation criteria for each.

Type	Description	Criteria for allocation
<b>Dedicated Workspace</b>	<ul style="list-style-type: none"> <li>Intended for the dedicated use by specific users.</li> </ul>	<ul style="list-style-type: none"> <li>Faculty and staff who spend at least 3.5 days/week on-site.</li> </ul>
<b>Shared Workspace</b>	<ul style="list-style-type: none"> <li>Spaces are shared temporally by 2 or more assigned users.</li> <li>Schedules are coordinated to maximize utilization.</li> </ul>	<ul style="list-style-type: none"> <li>Faculty and staff who spend at least 2 days / week on-site.</li> </ul>
<b>Swing Space</b>	<ul style="list-style-type: none"> <li>Workspaces that are shared between multiple users and/or groups, and are intended for use by the assigned users/groups.</li> <li>Schedules are coordinated to maximize utilization.</li> </ul>	<ul style="list-style-type: none"> <li>Faculty and staff who spend at least 1 day / week on-site.</li> </ul>
<b>Touchdown Space</b>	<ul style="list-style-type: none"> <li>Workspaces that are equipped with basic equipment (computer, phone) and not assigned to any particular user/s.</li> <li>Space cannot be claimed for long term or repetitive use.</li> </ul>	<ul style="list-style-type: none"> <li>Visitors or Staff / Faculty requiring interim space during a short visit, layover, or temporary transition.</li> </ul>

**Additional notes:**

- Work areas can include space within single, dual or multi-occupancy offices and open-office layouts.
- Single occupancy offices should only be allocated to faculty and staff with a demonstrated requirement for private space to conduct unscheduled, confidential meetings for a minimum of 4 hours / day.
- For faculty and staff who are allocated space in multi-occupancy areas, access should be provided to meeting rooms and other spaces to support private conversations.

*Approved by Faculty Executive – May 15, 2012*