

## Space Assignment Policy

<b>Office of Accountability:</b>	Dean's Office
<b>Office of Administrative Responsibility:</b>	Dean's Office
<b>Approver:</b>	Space Committee
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### Definitions

<b>Space Committee</b>	A committee established by the Dean of Medicine to be responsible for all matters related to space management and the establishment of priorities for space assignment within the Faculty of Medicine (FoM).
<b>Space Coordinator</b>	Secretary to the Vice Dean of Medicine.
<b>Unit</b>	A centre, office, discipline or division within the FoM.
<b>Unit Administrator</b>	Associate or Assistant Dean, Discipline Chair, Unit/Centre faculty leads, director/manager/coordinator of a unit.

### Overview

The research and educational programs of the Faculty of Medicine (FoM) are continually growing, resulting in increased demands for space. The Space Committee is responsible for all matters related to space management and the establishment of priorities for space assignment within the FoM. The need for new or reallocated space has required the Space Committee to establish rules and regulations for space assignment to maximize efficiency and to facilitate the optimal utilization of space. Appropriate collective agreements (e.g. MUNFA) and the principles of space provision as specified in the [Memorial University of Newfoundland \(MUN\) Space Standards and Guidelines](#) and the [MUN Space Policy](#) are followed in all recommendations and decisions regarding space assignment.

## Space Assignment Policy

### Purpose

To establish principles and procedures for the assignment of FoM space.

### Scope

All space under the management of the FoM.

### Policy

#### **1.0 General Considerations for Space Assignment**

- 1.1 FoM space is the under the management of the FoM.
- 1.2 Space is assigned or adjusted:
  - 1.2.1 under the authority of the Space Committee;
  - 1.2.2 based on the needs of the units and the availability of space; and,
  - 1.2.3 for a defined period of time.
- 1.3 Assignment of space within a unit can be reviewed or altered when the needs of the unit, or the FOM, change.
- 1.4 Space shall be shared by various users, when appropriate, in an effort to avoid unnecessary costs and the duplication of space, equipment and staff resources.
- 1.5 The Space Committee generally does not permit faculty and staff to have more than one(1) office space.
- 1.6 The unit administrator can reallocate assigned space within their respective unit, with the exception of space for retiring faculty, honorary research professors, and professors.

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- 1.6.1 It is the responsibility of the unit administrator to report changes in space allocation within their unit to the Space Coordinator. All space changes within a unit shall be brought to the Space Committee for discussion.
- 1.7 Retiring faculty, honorary research professors, and professors emeriti are eligible to receive space however, their space assignment cannot adversely affect the quantity or quality of space provided for non-retired faculty members.
  - 1.7.1 The space committee will review the space assignment of retiring faculty, honorary research professors, and professors emeriti annually.
- 1.8 All space assignment information shall be stored and maintained in a central inventory that is administered by MUN's Facilities Management as per the Procedure for Maintaining the Space Inventory.

### 2.0 Vacating Space

- 2.1 When an assigned space is being vacated, all FoM owned equipment and furniture within the space is to remain in the custody of the FoM.
- 2.2 Users vacating laboratory space shall liaise with the Manager of Laboratories and the Associate Dean, Biomedical Sciences, to ensure all necessary procedures are being followed to decommission the lab space as per environmental health and safety standards.

### 3.0 Appeal

- 3.1 Users or units can appeal a decision of the Space Committee in accordance with the [appeal procedure](#).
  - 3.1.1 The Space Committee is responsible for ensuring a fair, equitable, and transparent appeals process is available.

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### Procedure

#### A.0 Space Requests

- A.1 To request new space, a move to another space, or the reclassification of space, the unit administrator shall:
  - A.1.1 complete the online [Space Request Form](#) via the Space Planning Webpage; or,
  - A.1.2 send the Space coordinator ([space@med.mun.ca](mailto:space@med.mun.ca)) a detailed email outlining the space request and the rationale for the request.
- A.2 The Space Committee will review the request at the subsequent scheduled meeting.
- A.3 A decision will be communicated to the unit administrator within 1 week after the scheduled meeting.

### Related Links

[MUN Space Standards and Guidelines](#)

[MUN Space Policy](#)

### Previous Versions

There is at least one previous version of this policy. Contact the Policy Analyst to view earlier version(s):

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