



## Terms of Reference

Approved by Faculty Council on 06.09.23

**Land Acknowledgement:** Simon Fraser University (SFU) and the Faculty of Health Sciences Space Management Advisory Committee respectfully acknowledge that we are privileged to do the work of space management and allocation as newcomers and settlers to the lands of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sḵwxwú7mesh Úxwumixw (Squamish), səliłwətaʔt (Tsleil-Waututh), qícəy (Katzie), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwikwetlem), Qayqayt, Kwantlen, Semiahmoo and Tsawwassen peoples, on whose unceded territories SFU's three campuses reside. We understand that these First Nations are the rights holders of these territories, and we are uninvited guests and/or settlers who are working to restore right relationships with our Host Nations. As well, we acknowledge that SFU sits on lands that are the chosen home of the North Fraser and Surrey/Delta Métis Associations and we acknowledge and thank the diverse Indigenous peoples whose presence marks this territory on which peoples of the world now gather.

### Mandate

The **Space Management Advisory Committee (SMAC)** is established to provide guidance and specific recommendations to the Dean of Health Sciences relating to the most effective use of FHS allocated space on the Burnaby, Vancouver, and Surrey Campuses, including the assignment of new and unused space, and the need for possible future facilities development.

The SMAC will serve as a permanent committee advisory to the Dean.

### Tasks and responsibilities

- The SMAC will review space assignments annually, examining utilization of space using the principles outlined in the Space Allocation principles.
- The SMAC will make decisions based on the Space Allocation principles (as approved and revised by SMAC)
- The SMAC will review the Space allocation principles every 3 years and either reaffirm or modify them
- The SMAC will recommend programmatic priorities for space assignment and development of new space.
- The Director, Administration & Strategic Planning (DASP), The Associate Director, Information Technology & Facilities Operations and delegated staff are responsible for managing day to day space assignments and consult with SMAC as needed
- Faculty member or group space assessed to be under-utilized in the annual reviews conducted by the SMAC shall be assigned to the general "pool" for reassignment if justification for the use of said space cannot be provided by faculty member or group.

### **Meeting Frequency**

The SMAC will meet at least once a year and when needed.

### **Membership and Appointment Terms**

The SMAC will consist of 7 members, plus a recorder when needed. Members should represent a diverse range of FHS faculty, striving to achieve an equitable balance across gender and scientific disciplines.

### Voting Members

- Three members will be elected by faculty
- Associate Dean- Research (**SMAC Chair Person**)
- One student FHS Grad Caucus member

The elected faculty term length will normally be 2 years, starting July 1<sup>st</sup>. with staggered term periods to provide continuity to the committee.

The FHS Grad Caucus representative term length will be one year from January 1<sup>st</sup> to December 31<sup>st</sup>, in conjunction with their elected term to the FHS Graduate Student Caucus.

### Non-Voting Members

- Director of Administration and Strategic Planning
- Associate Director, Information Technology & Facilities Operations.