SFU SIMON FRASER UNIVERSITY
FACULTY OF HEALTH SCIENCES

FHS Workspace Request Form

Date: _____

Name: _____ Email (SFU): _____

Please submit requests to fhsrecep@sfu.ca, at least 2 weeks prior to the anticipated start date.

Please check all boxes that apply:

◯ MSc ◯ PhD ◯ Work-study ◯ Sessional ◯ Research Assistant ◯ Volunteer
◯ Post-Doctoral Fellow ◯ Faculty Collaborator ◯ Visiting Faculty
◯ Non-Continuing (specify): _____

Start date: _____ End date: _____
Normally the contract or semester/study term end date

Faculty Supervisor or Principal/Co-Investigator _____
Print full name Signature/Initials*

*In lieu of a signature, this form may be emailed in *from the supervisor*

Workspace Room Number (if known): Select Section

Please estimate the approximate days & times the workspace is needed:
Specify the amount of hours per week: _____

Schedule (i.e. M: 9:30AM-12:00PM):

M: - T: - W: - TH: - F: -

I require after hours access (after 9pm; before 7am; and, or weekends) Yes or No
*supervisor to approve
I require lockable filing space ☐

Typical file cabinet drawer is ~30"x 17".

Once a workstation is approved, the corresponding filing cabinet **keys can be picked up at the Reception Deans office during office hours.**

Note: You may be asked to share a workstation or office depending on needs and availability.

I have read the 'Research Materials Storage in Common Areas Policy' & the 'Space Allocation Principles': ☐

For office use only:
Confirmation of WS: Filing cabinet/pedestal:

Space requests will be considered, based on the Faculty of Health Sciences Space Allocation Principles (05.02.14).

Approved by FEC on November 7, 2019

Research materials storage in common areas policy

Introduction

The Faculty of Health Sciences (FHS) on the Burnaby Campus has common/shared spaces that it can assign to faculty members' research personnel. These spaces currently include BLU 11402, 10402 11830, 11810, 9830, 9840, 9850, 9860. Please refer to the most current FHS Blusson Hall space seating plan map for existing common/shared spaces. Assignment of space in any of those areas is done as per the FHS space allocation principles, adopted in 2014 and reviewed by the FHS Space Management Advisory Committee in 2017.

Part of BLU11402 is assigned for shared use for teaching assistants (TAs) and sessional instructors. There are lockers provided for TAs and sessional instructors to use for storage of exams and other teaching materials and as a method of exchanging materials with the course instructors (applicable for TAs). Lockers are cleared at the end of each semester with materials being handed either to faculty members, if coming from a TA or to the Education Program Assistant, if coming from a sessional instructor.

Scope

This policy addresses research materials storage in the aforementioned common areas for faculty members with research personnel (research assistants or RAs), post-doctoral fellows assigned space in one of the areas

This policy does not apply to files stored by staff, TAs and sessional instructors. See Introduction for references to these storage issues. This policy also does not apply to electronic file storage.

All faculty members are expected to use their office to store student related files, administrative and research related files ensuring compliance with the SFU records retention schedules.
Upon request, FHS will provide additional cabinets as per SFU standards, provided the office can accommodate additional furniture and installation complies with SFU Facilities standards.

Policy

1. **Assigned space to research personnel in common areas will include storage. The storage will come in the form of a filling cabinet and/or a pedestal, depending on the cubicle provided**.
   Each cubicle has a predetermined corresponding filling cabinet and/or a pedestal with labels clearly identifying that.

2. **The filling cabinet and pedestal assigned will be identified on the workplace request form and communicated to the PI**.
   A filling cabinet may be shared by two or more cubicles, which may result in a cabinet being shared by two or more faculty members and their research teams. A pedestal is usually assigned to one cubicle.

3. **The filling cabinet and if shared, each drawer will be labeled by FHS staff with the faculty member's name and keys will be issued to each faculty member and as per their request to their RAs occupying the space.**
   If keys are issued to RAs, it is the responsibility of the faculty member to make sure keys are returned to the FHS Receptionist when RAs end their employment with the faculty member.

4. **Faculty members and their research team will only use the storage assigned to them and only for research related materials**.
   Materials should be kept inside, not on top or beside the cabinets. Faculty members are responsible for complying with regulations as it pertains to research materials storage, confidentiality and security. They should also communicate this to their RAs. FHS staff are not responsible for safeguarding of the documents, locking and unlocking drawers, any negative consequences arising as a result of lost or "borrowed" keys.

5. **The filling cabinet and pedestals belong to the space & workstation, not to the faculty member or their research team**.
   Once the space is no longer occupied, the faculty member has the responsibility to clear the filling cabinet and the pedestals and return the keys to the FHS Receptionist by the end date of the research personnel appointment.

6. **Upon becoming vacant, the space (cubicle and adjacent filling cabinet and/or pedestal) will be reassigned and all contents stored will be initially placed in boxes labeled with the last occupant's name**.
   A follow up email will be sent to the faculty member and if there is no response received within a month, all contents found will be placed in their office. An email will be sent from FHS informing them when this has happened.

SFU FACULTY OF HEALTH SCIENCES

FACULTY OF HEALTH SCIENCES, SFU
SPACE MANAGEMENT ADVISORY COMMITTEE (SMAC)

SPACE ALLOCATION PRINCIPLES
(Approved by Faculty Council 6.09.23)

PRINCIPLES FOR SPACE ALLOCATION

While all efforts will be made to accommodate the space requests of individuals and groups within the FHS community, adherence to these principles are necessary to ensure that allocations are fair, transparent and efficient.

1. In allocating space, it is acknowledged that certain individuals and their roles warrant higher priority (e.g., full-time continuing faculty and staff) compared to others (e.g., visitors, or staff and faculty from other departments temporarily occupying FHS space).
2. All full-time continuing FHS core staff and faculty members should be allocated one single office on the SFU campus. This practice may be revised in accordance with space allocation guidelines at the University level where continuing full time faculty members or staff may be asked to share office space in the future.
3. Where FHS continuing faculty members maintain an office off Campus, the faculty member should inform the Director of Administration and Strategic Planning (DASP) of their preferred primary work space. If the faculty member chooses an off-campus office, then they will be assigned drop in office space on the SFU Campus, space permitting
4. FHS community members working part time, on limited term contracts or on a hybrid schedule in temporary roles will be allocated shared designated space or drop-in space where available. When space allocation requests exceed available physical space, opportunities to share space, including teaching, research, meeting and social areas, should be optimized.
5. Where individuals fulfill more than one role within FHS (e.g. student and researcher), the time commitment for these different roles should be added together to obtain a measure of full time equivalence (FTE), and space should be allocated accordingly. In such cases, individuals will not have more than one assigned work space within FHS.
6. All FHS community members working in shared work spaces will respect the needs of others sharing their work space.
7. Anyone found willfully damaging FHS space or furnishings will be liable to the cost of replacing or repairing such damage.
8. Access to one wet lab and one dry lab space should be considered as a single work space.

RESPONSIBILITY

- Application of these principles will be undertaken by the DASP, Chair of SMAC and Associate Director, Information Technology & Facilities Operations, Dean 's office administrative staff with the input of SMAC members (as needed);
- Specific allocations of work space will be undertaken by the DASP who may delegate to the appropriate individual(s);
- Day to day administration of space-related needs (e.g. keys, shared, drop-in space, room bookings) will be the responsibility of FHS Administrative Staff;
- At the discretion of the DASP, they may call upon the Chair of SMAC to facilitate decisions and discussions on space allocation

PROCESS

I. Individual Research Space Requests

1. Requests for individual research space should be directed to the Dean's office administrative staff. The request will be reviewed by the DASP or designate.
2. A workspace request form must be completed, available on FHS Info Central, https://www.sfu.ca/fhs/faculty-staff-resources/administration/access-and-space-requests.html .
   The request should include amount and type of space requested, planned occupants and their role(s) within FHS, proportion of full-time equivalent (FTE) within FHS, the number of individuals working hybrid, number of individuals working part time and start/end dates.
3. Completed form will be forwarded to the Dean's office for processing
4. A decision on the allocations of space will be made in a timely manner. The DASP or designate will review space requests on their own merit and as needed will consult with other stakeholders/staff and/or SMAC.
5. Decisions regarding space allocation for research projects will be discussed with the Principal Investigator
6. Space assigned for research should be commensurate with need based on actual levels of activity and type of activity as well as on campus presence and number of weekly working hours
7. Size and type of space allocation (e.g. office, desk, study carrel) will be based on need and practicality, taking into account the physical characteristics of existing building space, equipment and furniture
8. If the DASP determines that the request is not justified or if there is a dispute
   a. the DASP will request advice and input from the SMAC Chair or delegate
   b. Following the second review, the Dean (or designate) will be involved and responsible for making a final decision on the request, in consultation also with the requestor

II. Research Room/Pod group Requests

This Includes Blusson Hall Rooms 9860/9850/9840/9830/10402/11402

1. Requests for space should be made in writing to the DASP who will take it to SMAC for consultation. The request should include a rationale for needing group space.
2. The request should include amount and type of space requested, planned occupants and their role(s) within FHS, proportion of full-time equivalent (FTE) within FHS, the number of individuals working hybrid, number of individuals working part time and start/end dates.
3. Priority will be given to large research groups that require collaboration over a long-term period (over 1 year) with a research staff complement size of over 10 people working more than 80% in person, in the assigned space (or a similar combination of number of staff and percentage worked on campus) working for the same principal investigator or two FHS investigators.
    a. Space assigned for research groups should be commensurate with need based on actual levels of activity and type of activity
    b. Decisions regarding group space allocation for research projects will be discussed with the Principal Investigator
    c. Size and type of space allocation (e.g. office, desk, study carrel) will be based on need and practicality, taking into account the physical characteristics of existing building space, equipment and furniture
4. SMAC will review the proposal and provide the decision in a timely manner
5. SMAC will review current allocation for group space on an annual basis – the review will take into account research projects end dates, number of existing research project staff, other pending requests and if the allocation still meets the criteria for group space.

6. If SMAC determines that the request is not justified and if there is a dispute SMAC will refer the matter to the Dean who will make the final decision.