

Dean's Space Management Advisory Committee (SMAC)

Background:

1. A Dean's Space Management Advisory Committee (SMAC) will serve as a permanent committee advisory to the Dean. (See ToRs - below). The SMAC will review space assignment biennially, examining utilization of space using the principles outlined in the SMAC Guidelines.
2. The SMAC will make decisions based on the suggested guidelines for assigning space as approved by the Faculty Council.
3. Space guidelines will be reviewed every 3 years and either reaffirmed or modified.
4. The Director, Administration & Operations is responsible for managing space assignment, and as such, is accountable to the Dean for appropriate use of this space. This role will be advised by the SMAC.
5. When a faculty member or group requires additional space or change of space, the Director, Administration & Operations should be approached first. The Director, Administration & Operations will review requests in a timely manner and attempt to accommodate the request if possible. If the Director, Administration & Operations determines that the request is not justified or if there is a dispute, the Director, Administration & Operations will provide a written justification to the Dean (or designate) and request a second review of the space request with advice from the SMAC. Following the second review, the Dean (or designate) will be responsible for making a final decision as to any space assignment changes, in consultation also with the requestor.
6. Faculty member or group space judged to be under-utilized in the biennial 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.
7. *Emeritus Faculty Policy*: An office may be provided to emeritus faculty as long as its use is justified (e.g., continued contribution to Faculty programs in teaching, research or service). Space assignment will be contingent upon availability. Usage of laboratory space by emeritus faculty is subject to SMAC review of space assignment.

Draft Terms of Reference:

The Dean's 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 space in Blusson Hall, including the assignment of new and unused space, and the need for possible future facilities development.

The Committee will:

1. Review space policy guidelines and recommend changes, as necessary, at least every 3 years.

2. Review and comment at least annually on space utilization by faculty/programs/personnel, including at least a biennial walk-through of all areas if deemed necessary.
3. Recommend programmatic priorities for space assignment and development of new space.
4. Recommend space analyses, as needed.

Committee composition: The SMAC will consist of 6 members. Three members will be elected by faculty and three appointed by the Dean. The Director of Administration and Operations will be an ex-officio member of the committee. Members should cover the broad spectrum of FHS faculty, representing as best as possible a balance among gender and scientific disciplines. The Chair of the SMAC will be selected by the Dean from the pool of Faculty committee members. The Committee will be staffed by one or more staff in the Dean's office responsible for space and project management and one representative of student needs.