

**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.