March 22, 2012

**Faculty of Environment**

**SPACE COMMITTEE**

**Terms of Reference**

**Mandate**

The Faculty of Environment Space Committee will be responsible for planning, monitoring and making recommendations to the Dean regarding the allocation of most faculty space that is not under department/school control (faculty research space, student and activity space). In addition, they may be called upon to assist with settling issues that may arise in regards to space assignments.

**Specific Tasks**

* Oversee the development of policies and procedures for applications for space within the faculty and review the policies on a regular basis
* On a three year basis and intermittently as needed, review use of space by those currently occupying it
* Evaluate new applications for space in order to make recommendations to the Dean regarding space allocation
* Develop and maintain a long-term strategic plan for space for the Faculty

**Membership**

* Associate Dean of Research (Chair of the committee)
* Associate Dean of Graduate Studies
* Director of MAD or alternate
* Executive Officer
* Research Administrative Assistant (Secretary of the committee)
* One faculty member representative from each academic unit (ERS, GEM, SEED, Planning, and KI)
* Two graduate student representatives
* Two undergraduate student representative

**Terms of Appointment**

The Chair of the committee would change as the Associate Dean position changes, the three staff positions would be permanent members, the faculty representatives would serve a two-year term (but not all should expire the same year) and student representatives would change as needed.

**Frequency of Meetings**

* The Space Committee will meet at least twice per year (at least once at annual review and evaluation time) and additionally as required.