

Faculty of Arts Space Policy

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1 INTRODUCTION

In 2007 an “Arts Faculty Space Working Group” was brought together with the mandate of surveying Arts space holdings for information and comparison purposes, and creating guidelines for determining priority in allocating existing space requested by departments. The following aspirational list of principles for space allocation was outlined in that working group’s report:

- Contiguity: all members of a department or unit should be located within reasonable proximity of one another;
- Faculty members should be provided with adequate office space and with research space as required;
- Office space should be provided for graduate students who require it;
- Adequate research space should be made available to graduate students who require it (e.g. lab space, rooms for private interviews, etc.);
- Adequate space should be available for Teaching Assistant office hours;
- Space should be available for retired faculty members who are still actively contributing to the life of the department (working with students; publishing, etc.);
- Adequate space should be available for department/unit members to socialize (a lounge or lunchroom) although this might be feasible only on a by-area or by-building basis;
- Each academic unit should have access to a seminar room or a departmentally controlled teaching space for talks or events; bookable meeting space should be readily available for department/unit use.

Subsequently the university’s “Space Usage and Management Task Force” and “Space Information Advisory Group” issued their own reports (January 2009 and November 2012 respectively), both of which were subsequently endorsed by Executive Council. Both reports contained recommendations that have direct implications for space allocation and usage in the Faculty of Arts. Consistent with these three reports’ recommendations the Faculty of Arts has finalized the following policy to govern the assignment and utilization of space controlled by the Faculty of Arts. The policy covers three main issues:

- The membership, role and authority of the Arts Faculty Space Management Committee
- The allocation of responsibility for the management of space within Arts
- Procedures governing the management of space in the Faculty of Arts

2 THE ARTS FACULTY SPACE MANAGEMENT COMMITTEE

The Arts Faculty Space Management Committee provides advice to the Dean of Arts concerning the assignment of spaces under Arts’ control, and monitors the efficiency of that space’s usage. The committee consists of the Faculty of Arts’ Executive Officer, the Faculty of Arts’ Associate Dean of Co-operative Education and Planning, and the Faculty of Arts’ Operations Manager. All requests for space will be referred to the Committee in the interest of consistent application of these guidelines. The Dean will ensure that the Committee fulfills its obligations, which include:

- receiving and adjudicating requests for additional or repurposed space;

- engaging in long-term space planning, which may require expanded committee membership or a dedicated subcommittee;
- ensuring that proposals for new programs and activities include adequate space planning;
- ensuring that these guidelines and the decisions related to them are available to members of the Faculty of Arts.

3 SPACES IN THE FACULTY OF ARTS

Arts currently occupies permanent spaces on the Main and Stratford campuses. Some Arts programs and personnel are also located in rental spaces on a tenancy arrangement. All of these Faculty of Arts spaces, and any future on- or off-campus spaces, fall within the jurisdiction of this policy.

Within all these buildings the control of space may be exercised at the University level (or by landlords), or be exercised at the Faculty level. At the Faculty level, day-to-day control of some categories of space will be delegated to academic or administrative units. Where Arts' holdings are in rental spaces on a tenancy arrangement these guidelines necessarily pertain only to those spaces defined within the relevant agreements and leases.

3.1 Spaces for which control is exercised at the University level

- washrooms, electrical, mechanical and networking infrastructure rooms, janitorial rooms, corridors, food services areas and other public areas;
- classrooms controlled by the Registrar's Office;
- rooms allocated to units other than the Faculty of Arts.

3.2 Spaces for which control is exercised directly at the Faculty of Arts level

The allocation and management of certain types of space is most appropriately handled at the Faculty level, by the Arts Faculty Space Management Committee. These types of space and space issues include:

- spaces that are used routinely by more than one department and that require central booking and co-ordination—for example meeting rooms and selected computer labs;
- spaces that require structural renovation and furnishment;
- the reallocation of space between units or departments;
- spaces provided on a temporary basis to meet additional graduate and undergraduate student needs;
- research space committed to in individual researchers' applications for research funding;
- research or office space requested by Centres and Institutes approved by Senate;
- research or office space needed for short-term use (for example, postdoctoral fellows, research associates) that cannot be met with space already controlled by units or departments;
- research or office space requests by retirees who continue to be active in their discipline;
- research or office space requests from organizations and groups external to the Faculty.

3.3 Spaces for which control is delegated to Units or Departments within Arts

The day-to-day management of certain types of Faculty of Arts space is handled most appropriately at the departmental or unit level. Responsibility for these spaces, including their use and scheduling where appropriate, is delegated to the unit's Chair or Director with the proviso that an annual report describing space usage and any plans for reallocation of space is submitted to the Arts Faculty Space Management Committee. Consistent with the recommendations of the university's Space Usage and Management Task Force and Space Information Advisory Group, departments and units may appoint their own Space Management Committee to oversee the spaces delegated to them. Spaces that fall into this category include:

- office space for regular faculty and staff;
- office space for adjunct faculty members/sessional instructors;
- departmental meeting and seminar rooms (subject to the expectation that the department's administrative staff maintain a booking calendar and allow reasonable bookings by other units in Arts);
- teaching laboratories and studio/rehearsal space where these are dedicated to specific disciplinary requirements (e.g., Anthropology, Fine Arts, Psychology);
- research/lab space in support of established research programs of individual faculty members for the duration of the period that the space has been allocated (see Research Space, below);
- mail/photocopy rooms;
- storage rooms;
- lounges/kitchens.

4 GUIDELINES FOR THE MANAGEMENT OF SPACES CONTROLLED BY ARTS

The space resources controlled by Arts are limited, particularly for certain populations and in certain buildings, and vary in quality and adequacy to meet the teaching and research missions of the Faculty. For example, the lack of community and social space for all Arts students is a serious concern, as is the adequacy of space for graduate students in some disciplines. Disciplinary requirements also impose certain obligations on space management. Space needs for Fine Arts, for example, are different from the needs of Philosophy or of Spanish. The same is true in the management of space devoted to individual faculty members' research needs even within disciplines. Finally, space for new research centres, institutes and other initiatives is extremely limited. For all these reasons, reallocating research space within Arts to accommodate new personnel, structures, or initiatives is necessarily constrained by the very limited availability of adequate spaces, and often by the need for substantial renovation. As a result, it is necessary for those requesting and using space, as well as those determining its assignment and continued use, to carefully define and quantify the particular need and to apply space management principles designed to ensure the most equitable and appropriate use of space possible.

4.1 Office space

As recommended by the university's Space Usage and Management Task Force and Space Information Advisory Group, no person should be assigned more than one office except under exceptional circumstances. Allowance of a second office in such circumstances is subject to the endorsement of the Dean and the subsequent approval by the Associate Provost, Resources.

When there are qualitative or quantitative differences between spaces falling into a single COU office space category, the following guidelines should be followed when managing a department or unit's space:

- larger offices shall be reserved for the Chair and for administrative staff whose duties entail significant contact with students and other department members;
- larger offices for special circumstances (for example, a special hire) will be provided only at the express direction of the Dean following consultation with the Chair or unit head;
- all other offices shall be as similar in size as possible;
- preferred offices based on factors other than size (e.g., location, windows, etc.) shall be allocated based on seniority and activity level of the staff or faculty member, at the discretion of the Chair or unit head or of the unit's space committee.

4.2 Research Space

4.2.1 *General principles related to research space*

The Faculty of Arts places a high priority on research. However, spaces that can be dedicated to research (which largely fall within the COU designations 3.1 [Laboratory Graduate & Faculty], 3.2 [Laboratory (Grad & Faculty) Support], and 4.2 [Faculty Research Office Space]) are severely limited in Arts at present. The principles and procedures in this section are intended to balance researchers' needs for stability and certainty with the Faculty's need for a fair, efficient, flexible and transparent system for allocating and managing research space.

Faculty of Arts research space will only be allocated for a specified period of time. For that period the control of the space is delegated to the Unit or Department of the applicant(s).

The Associate Dean of Arts (Research) must be consulted before the submission of any grant application that has space implications. In submitting applications for research funding, faculty members must ensure that they do not indicate the existence of a commitment of space from the University unless the availability of space has already been formally approved for the anticipated time period of the grant.

4.2.2 *Applying for research space*

Individual researchers, teams of researchers, and research centres and institutes may apply for research space within areas controlled by the Faculty of Arts. All applications for research space must have a designated lead applicant who is responsible for meeting reporting requirements and for ensuring that the space is used appropriately, and must state clearly how long the research space will be needed.

In reviewing applications for research space, the Space Management Committee will take the following into account:

- The availability of the type of space requested;
- Commitments made to any incoming faculty member or an approved commitment made in a research grant application;
- The extent to which the proposed use of space advances the priorities in the Faculty of Arts Strategic Plan;
- Contribution of the proposed use to graduate student training, and to training of other highly qualified personnel (undergraduate students, postdoctoral fellows);
- The extent to which the application promotes sharing and collaboration with other researchers, groups, or Centres/Institutes as appropriate;
- Fit between the proposed research activities, the amount of space requested, and the duration for which the space is requested.

In considering an application for space, the Space Management Committee can make one or more of the following recommendations:

- That the applicant(s) may be assigned research space as defined in the application, for the duration requested or for a different duration and/or for a different time period;
- That the applicant be assigned research space, but with a requirement to use the space in a more efficient manner than proposed, or by increasing the number of graduate student spaces;
- That the applicant be asked to develop an application to share research space with one or more other applicants;
- That the applicant's application for use of Faculty of Arts space be declined.

4.2.3 Criteria governing the allocation of research space

- Research space will be allocated for a defined period of time (normally not less than six months or more than five years) based on the appropriateness of the proposed use, the availability of funding if necessary, and the principles in these guidelines;
- In the case of applications for space from Centres/Institutes, the time period for which the request may be approved must not extend past the time period for which the Centre/Institute has been approved by Senate;
- Access to space is not determined by the type of research proposed, except insofar as areas have been configured for research that requires specific outfitting and can only be repurposed at considerable expense;
- Contiguity of research space to the applicant's department will be taken into account where possible, but decisions will be governed primarily by existing space constraints;
- Previous access to space does not establish entitlement to future access to the same space, except where conditions have been imposed by a granting agency that require infrastructure to be used in a specific space for a defined time period. Similarly, expenditure of funds by a faculty member, team or Centre/Institute to renovate a space or to purchase furniture and equipment for that space does not establish an entitlement to that space once Arts' initial commitment expires;
- Use of research space allocated to a researcher or unit will be reviewed at regular intervals by their Unit Head or Department Chair (at least once every five years); any

concern that that individual may have about full and appropriate use of the space will be brought to the Dean's attention;

- Where research space is not being used fully and appropriately, the Dean, following consultation with the members of the Space Management Committee, has the right to reassign that space for another purpose. In making his or her decision, the Dean will consider issues such as research funding, publications, graduate student supervision and overall usage patterns in the space;
- At the end of the time period for which a particular research space was allocated, the researcher or department may apply for its continued use but the Arts Space Management Committee will consider this application against other needs in the Faculty;
- Decision-making will be transparent; applicants will receive explanations for Space Management Committee decisions.

4.3 Student Space

4.3.1 Community Space for Undergraduate Students

Social space for undergraduate students is scarce in Arts. Student societies typically have a small office which might not be located in proximity to the home department. Some units provide an undergraduate lounge or encourage undergraduates to use departmental reading room space.

4.3.2 Types of Graduate Student Spaces

The Faculty of Arts provides shared office space for graduate students in most programs; students in Fine Arts normally receive studio space. Both of these kinds of space are provided to graduate students during their normal program duration under the following guidelines, which are necessarily constrained by the Faculty's limited space.

It is understood that the on-campus workspace needs of graduate students vary over the course of their programs. With respect specifically to office space, some students do not need a desk because they prefer to work off campus. Others do need access to a desk but only infrequently, whereas some need dedicated desk space on campus for extended periods of intensive writing or preparation. Therefore, two types of desks will be made available to meet the needs of graduate students in research-based programs in Arts:

- 'Flex' desks are shared work spaces, available daily on a first-come, first-served basis to all Master's students, and to PhD students who do not require an assigned desk.
- 'Assigned' desks may be allocated to individual PhD students for a specific time period. PhD students who receive an assigned desk are expected to make regular use of that space.

Both assigned and flex desks will be made available to students only for the normal duration of their program, typically one year or 1.5 years at the MA level and four or five years at the PhD level. A graduate student past their normal program duration who receives a sessional appointment will be provided with office arrangements in their capacity as one of the department's sessional instructors.

It is recognized that both graduate students and their departments benefit by having student workspaces located within department space or in research spaces managed by faculty members. However, given Arts' current space constraints, proximity of graduate student offices to departments will not always be possible.

Because graduate students normally share office space, arrangements will be made by the department to ensure that Teaching Assistants have privacy during office hours related to their TA or teaching duties, either in their assigned office or elsewhere, at the department's discretion.

4.3.3 Graduate Space Administration

Associate Chairs, Graduate Studies, are responsible for ensuring that PhD and MA spaces within their departments are managed according to these guidelines, and that graduate students are assigned to appropriate spaces. For graduate offices managed by the Faculty of Arts, the Associate Dean, Graduate Studies has that responsibility. In the case of student space assigned within a faculty member's research area, the student's supervisor or centre/institute director responsible for that space has that responsibility, subject to oversight by the Associate Chair, Graduate Studies of the student's department.

4.3.4 Allocation of Graduate Student Space

Departments with a PhD program should appoint the department's Graduate Coordinator to oversee PhD student space needs each year. (In the absence of a Graduate Coordinator, the department's staff member responsible for graduate students and the Associate Chair, Graduate Studies, will oversee PhD student space needs.) Prior to September, the Graduate Coordinator (or appointed person) will ensure that each continuing PhD student in the department has an opportunity to indicate their space needs for the coming academic year.

PhD students are also responsible for informing the Graduate Coordinator when their space needs change. For example, the onus is on PhD students who have received an assigned desk to contact their Graduate Coordinator to indicate that they no longer need an assigned desk if they plan to work on campus only occasionally or not at all.

The Graduate Coordinator will work with the department's staff member with responsibility for graduate students and the Associate Chair, Graduate Studies, in assigning and managing space for PhD students.

Departments (and where applicable, the Faculty) will endeavor to ensure that all PhD students who are entitled to apply for an assigned desk in a graduate student office receive a desk. In cases where this is not possible at the time of a student's application, the date of the application will determine the order of assignment as desks become available.