

Academic Space Allocation: Policy and Procedure

PREAMBLE: Apart from the annual call issued by the Campus Planning Committee (CPC) for full-time faculty requesting a change in office, there is currently no policy and procedure respecting the campus-wide allocation of spaces (offices and rooms) that serve an academic function.

The Vice-President (Academic and Research) VPAR has requested the CPC draft a policy and procedure for Academic Space Allocation that corresponds to its Terms of Reference as a Senate Committee.

The Terms of Reference for the CPC established by Senate are as follows: “The Campus Planning Committee (CPC) evaluates the physical plant in relation to the academic functions of the University. It carries out its duties on its own initiative or in view of representations made to it by the Administration, the Senate, or by members of the University community. The CPC makes recommendations, as appropriate, to the Senate or the President, on faculty office allocations, physical maintenance, classroom space, and the space requirements of research chairs, research centers, institutes, and student work projects. The mandate of the CPC does not include making recommendations concerning administrative support staff, nor does it include the allocation of classrooms for teaching purposes. Membership: Four (4) members of the academic staff and one (1) student. Report: Twice annually in January and July.”

The exceptions to the scope of the CPC’s mandate include:

- 1/** the assignment of classrooms for the delivery of courses (Registrar);
- 2/** the determination and allocation of academic space for the office needs of Part-Time Faculty (regulated by provisions of ARTICLE 9.06.2.1 of the Part-Time Collective Agreement);
- 3/** the allocation of offices for Administrative Staff (including where Administrative Staff serve a direct academic function, e.g., office allocations for Departmental Assistants or the Office of Research Services), as well as the FAUST office; and
- 4/** bookings of academic space for special events, meetings etc. (handled by the existing Room Booking Service: roombookings@stu.ca).

Developing and assisting the implementation of a policy and procedure for the allocation of academic space falls within the Terms of Reference of the CPC.

Except for Full-time faculty offices, space allocations are not considered permanent and are subject to change in support of academic work and STU strategic priorities. Institutional space is a shared resource; it does not belong to an individual, department, or unit. The academic space requirements of faculty, investigators, or a research team are ever changing and will expand and contract over time. Careful projection of current and future needs is important for academic space allocation.

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In the interests of collegial governance, the intent of this policy and procedure is to provide a transparent basis for receiving, reviewing, recommending, and implementing requests for academic space allocations.

TYPES of ACADEMIC SPACE

Consistent with the CPC's Senate Terms of Reference, the Types of Academic Spaces covered by this allocation policy include but are not limited to the following:

- faculty offices (Full-Time tenured or tenure-track, Limited-Term Appointments (LTA), Visiting Professor)
- research centres, research institutes, and research chair rooms
- research grant workspace involving student research assistants
- computer lab
- discipline-based academic lab
- professional-use academic workroom
- academic student society space

PROCEDURES and TIMELINES

1/ Physical Plant Data

On the following dates, the Director of Facilities Management will provide the CPC with up-to-date Physical Plant Data: April 15 and October 15 (see Appendix A Timelines). The Data shall at minimum include

- **1a/** An area map of each floor in every building on campus (ECH, Admissions Building, JDH, GMH, MMH, BMH and HCH); and
- **1b/** A spreadsheet list of all occupancy, by office or room unit, corresponding to the area map of each floor of every building on campus (identifying each office or room unit in terms of the occupant; the start date of the allocation; the timeframe of the allocation; whether it is a faculty, staff, or administrative use; and, if faculty, the Type of Academic Space); and
- **1c/** Every April 15 (only) a chronological list of space allocations for faculty, staff and administration made in the preceding 12-month period ending March 31 (two weeks prior); and
- **1d/** A list of office units that are expected to be vacated (retirement, end of allocation period) as of July 01 upcoming.

The CPC at its discretion may review the Physical Plant Data for accuracy.

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Within 10 working days of receipt of the Physical Plant Data, the CPC will determine a list of academic spaces not occupied and available for allocation, by building and by room unit #. The list will be forwarded to the VPAR and Facilities Management for confirmation before issuing a call for applications for academic space allocations.

2/ Call for Applications

On or before the following dates (May 15 and November 15) the CPC will issue a call for applications respecting academic space allocation in one of three (3) categories:

2a/ Faculty Office Allocations (Full-Time tenured or tenure-track or LTA; Endowed Chair; or Visiting Faculty);

2b/ Research Activity Allocation (Canada Research Chair, NB Research Chair, Research Centre, Research Institute, Research Grant involving Student Research Assistants or Interns, etc.);

2c/ Special-Use Allocations (discipline-based academic lab, professional-use academic workroom, computer lab, student society etc.).

For each category, the CPC shall list by building and unit # which academic spaces are available in the round of application. For all categories, the application deadline shall fall on each of May 30th and November 30th (or the next business day, if falling on a weekend or holiday).

If any existing faculty would like to view the available unit, as specified in the call for applications, they may do so by contacting the Director of Facilities Management.

3/ Application Requirements

Applications may be completed by individual faculty or by a Chair, Director, Coordinator on behalf of a departmental unit. Any one of the CRC applicant, Assistant Vice-President of Research, or Vice-President Academic and Research can, at any time of the academic year, submit an application to the CPC requesting a research lab or research workspace as well as office unit towards a CRC position. Each application needs to meet the following base criteria (see p. 12 below, Appendix C Application Form for 2a Office Units; or pp. 13-14 below, Appendix D Application Form for 2b Research Activity or 2c Special Use Allocations):

1. identify under which one (1) of the three (3) categories of academic space the application falls (i.e., 2a, 2b, or 2c) as per the Application Form;

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2. identify one of the following timeframes:

- Continuous (only applies to 2a/ Full-Time Faculty applications for an office unit from Tenured or Tenure-track Full-Time Faculty),
- 1 semester (4 months, beginning either September 01, January 01, May 01),
- 2 semesters (8 months, beginning either September 01, January 01, May 01),
- 1 year (12 months, beginning July 01),
- 2 years (24 months, beginning July 01),
- 3 years (36 months, beginning July 01),
- 5 years (60 months, beginning July 01);

3. identify the building and room unit # being requested. Any application in any category can identify and rank in order of preference more than one of the available spaces (if there is more than one) listed for that category. This allows the committee more flexibility in preparing recommendations within any one category, finding the best available match to applications received. Submitting a rank-ordered list of preferences also increases the probability of an allocation outcome satisfactory to the applicant.

In addition to the above three requirements, each category (2a, 2b and 2c) has additional specific application criteria, as set forth below.

Category 2a (Faculty Offices) additional requirements:

4. *Full-Time Faculty*: To be eligible for review and recommendation, the application from an existing Full-Time Faculty member (tenured, tenure-track, LTA or Endowed Chair) must indicate **i/** the start-date of the full-time contract for purposes of determining seniority; as well as **ii/** whether the applicant is tenured, tenure-track, LTA or Endowed Chair.

5. *New Faculty* (tenure-track or LTA): At any point in the academic year, within 10 working days of the contract conclusion, a Chair, Director, or Coordinator may submit an application to the CPC on behalf of a new Full-Time Faculty member or Endowed Chair. A Chair, Director, or Coordinator will make an effort to consult with new hires on available office spaces. In the event that a Chair, Director, or Coordinator does not submit an application within 10 working days, the VPAR in consultation can submit an application to the CPC.

6. *Visiting Professor*: In the event that a Visiting-Faculty (postdoc, sabbaticant, itinerant professor, or independent scholar etc.) will be on campus for the duration of at least one full semester, a Chair, Director, Coordinator, or the VPAR may submit an application to the CPC on their behalf.

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Category 2b (Research Activity) or 2c (Special Use) additional requirements:

It is expected that allocated academic space be properly utilized either fully through sole occupancy or partially through shared-occupancy. Flexible and shared-occupancy of academic space among compatible faculty and interests is valued and encouraged. For the purpose of this policy, utilized fully through sole occupancy is defined as being occupied a minimum of *80% of the average work week, measured as 4 days per five-day standard workweek or 28 hours per standard 35 hour work week*. Optimal use of academic and research space includes shared use of resources and facilities. Space used only partially for academic and research purposes must accommodate other compatible activities to achieve full utilization of space. Any space deemed underutilized or vacated during an allocation period may be reviewed and possibly reallocated.

Academic research space must not be used for storage of obsolete equipment, waste, archives, or personal belongings. Faculty are encouraged to use the university central storage servers for current digital records and archival materials. Please contact IT Services for assistance.

In addition to the first three requirements above, Category 2b and 2c applications must also meet the following criteria:

7. describe the academic purpose and nature of the academic activities which the allocated space, if granted, would host and serve;
8. state the number and function of the persons (intended users, occupants) involved in the use of the requested academic space;
9. describe the projected academic benefit(s) to the applicant, as well as the intended occupants / users, if the requested space were granted;
10. identify whether the allocation request is for sole occupancy (defined as at least 80% of the average work week) or shared-occupancy (defined as less than 80% of the average work week);
11. account for the number of full-days in a five-day work week as well as the total number of hours per 35-hour work week during which the allocated space would be in normal active use (between September-April);
12. identify any hardware and storage equipment (e.g., filing cabinets) that would need to be kept in the space;
13. state the nature, amount and source(s), if any, of research funding related to the request for academic space;
14. identify whether the funding agency has any space requirements as a condition of funding, and if so, the parameters of the requirement, if any.

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Precise projections on all the above are needed. To be deemed complete and eligible for review, all 2b (Research Activity) and 2c (Special Use) applications must include the requested information under items 7-11, in addition to items 1-3; and also, where applicable, items 12-14. Incomplete applications will not be considered for review. *When a faculty member is applying for more than one space allocation under two or more categories (2a, 2b, or 2c) at the same time, a separate application must be submitted for each category and corresponding allocation request.*

The CPC will seek to match and combine shared-occupancy applications; if applications for space allocations exceed the units available, the CPC may include space-sharing provisions in its recommendations, even where this was not proposed in the application.

4/ Review of Applications

In conducting its review of applications, the CPC will make its recommendations on Category 2a (Faculty Office) requests first and separately from Category 2b (Research Activity) and 2c (Special Use) requests. The CPC will subsequently review and make any recommendations on Category 2b and 2c (Special Use) requests simultaneously as a single batch of applications.

Each category of applications has different assessment criteria, as follows:

2a/ Faculty Office Allocations

ART 17.08 of the Full-Time Collective Agreement states without distinction that “All Employees will be provided an office...” (pg. 176, 2022-2025 FTCA). It is the standard practice at STU to interpret and implement this provision by allocating an individual private office to each Full-Time faculty member (without distinction between tenured, tenure-track, Endowed Chair and LTA), both existing and new.

Existing Full-Time: If there is a single application for an available office unit, the CPC will automatically recommend the allocation of the unit to the applicant. If there is more than one application for the same office unit, the CPC will automatically recommend that the office be allocated to the applicant with the most seniority. In the event that there are two applicants for the same office unit that are tied for most seniority, the CPC will blind-draw one name to determine the recommendation. Any recommendation pertaining to an office request for a Full-Time (tenure-track or tenured) member will be continuous (without an end-date); while for an LTA or Endowed Chair the recommendation will match the contract term.

Caveat: Since its inception as the Professional Services Building, Brian Mulroney Hall has always been designated as the home building of the professional programmes. Presently, only Full-Time faculty (without distinction between tenured, tenure-track, LTA and Endowed Chair) within the School of Education, School of Social Work, Dept. of Criminology, and Dept. of Gerontology have a seniority right applicable to vacant office units in BMH.

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New Faculty: Requests for the allocation of an office unit for New Faculty shall be considered separately after the CPC has determined recommendations for Existing Full-Time faculty (tenured, tenure-track and LTA). Any office units subject to recommendation for Existing Full-Time faculty shall be removed from the pool of available office units for New or Visiting Faculty.

Visiting Faculty: Requests for the allocation of an office unit for Visiting Faculty (postdoc, sabbaticant, itinerant professor, or independent scholar etc.) shall be considered separately after the CPC has determined recommendations for Existing and New Full-Time faculty (as stated above in this section). Any office units subject to recommendation for Full-Time Faculty (as stated above in this section) shall be removed from the pool of available office units for Visiting Faculty. Depending on availability, Visiting Faculty might be recommended for shared office space with other Visiting Faculty.

Category 2b (Research Activity) and Category 2c (Special Use) Special-Use Allocations

The following criteria will be used to review and determine 2b and 2c recommendations:

- The correspondence between the requested space and the nature/purpose of the designated activity;
- The rationale provided for the academic function of the requested space;
- The academic benefits to the applicant, as well as to the intended occupants or users identified in the application;
- The rationale or merit for the requested duration as well as for shared or sole occupancy.

5/ Recommendations

The CPC recommendations shall make every effort to provide applicants with the most appropriate academic environment, including suitable academic work/research space, and access to appropriate facilities within this policy's scope.

In each instance, the CPC will identify whether the recommendation is for sole or shared occupancy; the space-sharing provision, if any; the time-limit, if any, and corresponding end-date of the allocation. In addition, with respect to space- and time-sharing arrangements for shared occupancy, the recommendation of the CPC might identify a FlexSpace (fixed schedule sharing) or TouchdownSpace (flexible schedule sharing) option [see Appendix B for definitions]. In the case of a recommendation related to a Canada Research Chair, the timeframe will match the timeframe of the CRC grant.

The CPC shall submit its advisory recommendations, including any space-sharing provisions and specified time-limits on the allocation recommended, to the VPAR (as the President's designate) by June 15th or December 15th.

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6/ Allocations

The VPAR (acting as the President's designate), will render decisions to the applicant(s) by June 30th or December 30th. The letter of allocation will include specifying whether the allocation is sole occupancy or shared-occupancy, the space-sharing provision, if any; the time-limit, if any, and corresponding end-date of the allocation. Copies of the allocation letter will be provided to the Chair of the CPC, as well as the VPAR and Director of Facilities Management.

Since occupancy use and needs may change after the application and during the course of occupancy, the letter of allocation shall mention the following: allocation is conditional upon applicants advising the CPC should use fall 50% below the approved use, as outlined in the allocation letter, so that the space may be reconsidered and possibly shared with others seeking additional allocation. Sabbatical leave excepted, faculty with assigned space must notify the CPC if they are planning to take a leave of absence from campus for a period longer than 6 months. In such situations, the CPC may recommend an adjustment in assignment and/or use of the space to the VPAR.

7/ Reporting

Any office unit occupancy under category 2a/ Faculty Office Allocations is exempt from the Reporting requirement.

For all category 2b and 2c allocations, it is responsibility of the occupant to complete and submit the report as required in this section. For any occupant whose allocation has not reached its end-date, continued use of the allocation is contingent upon submitting the report as required [please see pp. 15-16 below, Appendix E "Reporting Form Template"].

For continuing allocations: For every allocation with a term of 1 year and longer, the following yearly reporting requirement applies without exception under categories 2b (Research Activity) and 2c (Special Use). Every year, within 5 business working days before the anniversary date on the Letter of Allocation from the President (or VPAR as the President's designate), the allocation holder will submit a Report to the CPC, detailing 1] the academic uses of the allocated space; 2] the academic objectives achieved; and 3] the average weekly use-rate in the period September - April or September - August (in real hours and days of the 35 hour standard five-day work week).

For allocations that reached their end-date: Within 30 calendar days of the expiry date of occupancy/use under the allocation, the allocation holder must submit a Final Report to the CPC, detailing 1] the academic uses of the allocated space; 2] the academic objectives achieved; and 3] the average weekly use-rate in the period September - April or September – August (in real hours and days of the 35 hour standard five-day work week).

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If an allocation holder is submitting a new application or to renew or extend a space allocation that had been assigned a time-limit, the new application must be accompanied by a Final Report as if the allocation had reached its end-date.

Any new application under category 2b (Research Activity) and 2c (Special Use) from a previous allocation holder will be deemed incomplete and therefore ineligible for review unless accompanied by the Final Report for every previous/the most recent academic space allocation under category 2b and 2c.

8/ Recognition of existing academic space allocations in categories 2b (Research Activity) and 2c (Special Use)

Within 180 calendar days of the Senate approval date to this policy, the VPA will send a letter of status to all academic space occupants that fall under category 2b (Research Activity) and 2c (Special Use), establishing the record of the start-date and end-date of their current space allocation. A copy of the letter of status will be sent to the CPC.

Subsequently, within a further 90 calendar days, the VPAR will provide the CPC with a complete and accurate map by building and unit#, as well as an accompanying spreadsheet detailing the current allocation of academic spaces by type, the occupant(s), the start-date of the allocation, the end-date of the allocation (unless marked as continuous), and whether the use of the unit is by faculty, staff or administration. This map and spreadsheet will serve as a baseline for all subsequent procedures under this policy.

9/ Policy Review: The CPC will conduct a review of the policy and its procedure 24 months after the date of approval by Senate.

Prepared by: Senate Campus Planning Committee

Date Submitted: February 12th, 2025

Committee Members:

Dr. Derek Simon, chair

Dr. Michelle Greason

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Appendix A

Timelines

Physical Data Deadline	Application Window	Review Window	Allocation Decision Window	Occupancy Start-Date
April 15	May 15-30	May 31 – June 15	June 16 - 30	As of July 01
Oct 15	Nov 15-30	Dec 01 – Dec 15	Dec 15 - 30	As of Jan 01

Appendix B

Definitions

Shared spaces: opened workspaces shared by two or more assigned users. Schedules are self-organized on a flexible basis and coordinated to maximize utilization.

FlexSpaces: assigned workspaces shared between multiple users/groups and intended for use between allocated users/groups. Schedules are fixed and coordinated to maximize utilization.

TouchdownSpaces: workspaces, sometimes equipped with basic equipment, and not allocated to any particular user(s). Cannot be claimed for long-term or repetitive use.

Standard work week: work week consisting of 35 hours per week, over five business days, Monday to Friday.

Sole occupancy: minimally consists of 80% of the work week, over 4 days, and 28 hours.

Shared occupancy: consists of less than 80% of the work week, over 4 days, and 28 hours and may be shared by two or more assigned users.

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Appendix C

Application Form Template Application for 2a/ Full-Time Faculty Office Unit

*For details and the policy context, please see *Academic Space Allocation Policy*, pp. 3-4.

*All applications must be submitted by May 30th or November 30th (or the next business day, if falling on a weekend or holiday).

Applicant Name: _____ **Email:** _____

Full-Time Faculty please indicate the start date of your full-time contract : _____

Please select one of the following by placing a check-mark in the appropriate box:

Tenure/Tenure-Track	LTA	Endowed Chair	Visiting
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If LTA, Endowed Chair, or Visiting: please identify the timeframe for the office unit request:

	1 semester (4 months, beginning either September 01, January 01, May 01)
	2 semesters (8 months, beginning either September 01, January 01, May 01)
	1 year (12 months)
	2 years (24 months)
	3 years (36 months)

From the list of the available office units issued in the Call for Applications, please indicate the Building and Room Unit # requested (First Choice): _____

Optional: In case your First Choice falls to someone with greater seniority in the applicant pool, and you would like your application to be considered for other available office units, please *identify* and *rank* any other available office units in the Call for Applications that interest you, by indicating the Building and Room Unit #:

2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____

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Appendix D

Application Form Template

Application for STU Academic Space

*For details and the policy context, please see *Academic Space Allocation Policy*, pp. 3-6.

*All applications must be submitted by May 30th or November 30th (or the next business day, if falling on a weekend or holiday).

Applicant Name(s): _____

Email: _____

Identify under which of the two (2) categories the application falls (please select 1 only):

<input type="checkbox"/>	2b/ Research Activity Allocation
<input type="checkbox"/>	2c/ Special-Use Allocations

Identify one of the following timeframes for the requested space:

<input type="checkbox"/>	1 semester (4 months, beginning either September 01, January 01, May 01)
<input type="checkbox"/>	2 semesters (8 months, beginning either September 01, January 01, May 01)
<input type="checkbox"/>	1 year (12 months, beginning July 01)
<input type="checkbox"/>	2 years (24 months, beginning July 01)
<input type="checkbox"/>	3 years (36 months, beginning July 01)
<input type="checkbox"/>	5 years (60 months, beginning July 01)

Identify the building and room unit # being requested:

(Any application in any category can identify and rank in order of preference more than one of the available spaces (if there is more than one) listed for that category in the Call for Applications.)

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Appendix D (cont.)

ADDITIONAL REQUIREMENTS

1. Describe the academic purpose and nature of the academic activities which the allocated space, if granted, would serve and host (up to a *maximum of 300 words*):
2. State the number and function of the persons (intended users, occupants) involved in the use of the requested academic space (up to a *maximum of 200 words*):
3. Describe the projected academic benefit(s) to the applicant, as well as the intended occupants / users, if the requested space were granted (up to a *maximum of 300 words*):
4. Account for the number of full-days in a five-day work week as well as the total number of hours per 35-hour work week during which the allocated space would be in normal active use (between September-April) (up to a *maximum of 200 words*):
5. Identify any hardware and storage equipment (eg., filing cabinets) that would need to be kept in the space (up to a *maximum of 200 words*):
6. Please select which applies to your application and space purposes/needs:

<input type="checkbox"/>	Sole occupancy (defined as at least 80% of the average work week)
<input type="checkbox"/>	Shared occupancy (defined as less than 80% of the average work week)

7. A) If applicable, please state the nature, amount and source(s) of any research funding related to the request for academic space (up to a *maximum of 200 words*):

B) Please identify whether the funding agency has any space requirements as a condition of funding, and if so, the parameters of the requirement (up to a *maximum of 200 words*):

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Appendix E

Reporting Form Template

*For details and the policy context, please see *Academic Space Allocation Policy*, p. 8.

*All reports must be submitted annually, within 5 business working days before the anniversary date on the Letter of Allocation from the President (or VPAR as the President's designate).

Applicant Name: _____

Email Address: _____

Allocated Space/location: _____

Date of Allocation: _____

**Found on Letter of Allocation from the President (or VPAR as the President's designate).*

Please select your allocated timeframe:

	1 semester (4 months, beginning either September 01, January 01, May 01)
	2 semesters (8 months, beginning either September 01, January 01, May 01)
	1 year (12 months, beginning July 01)
	2 years (24 months, beginning July 01)
	3 years (36 months, beginning July 01)
	5 years (60 months, beginning July 01)

Identify under which of the two (2) categories the report falls (please select 1):

	2b/ Research Activity Allocation
	2c/ Special-Use Allocations

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Please select one of the following:

	Submitting for a continuing allocation
	Submitting final report (allocation has reached its end date)

**Please note: If an allocation holder is submitting a new application or to renew or extend a space allocation that had been assigned a time-limit, the new application must be accompanied by a Final Report as if the allocation had reached its end-date.*

1. Please detail the academic uses of the allocated space (up to a *maximum of 300 words*):
2. Please share the academic objectives achieved to date (up to a *maximum of 300 words*):
3. Please outline the average weekly use-rate in the period September - April or September - August (in real hours and days of the 35-hour standard five-day work week) (up to a *maximum of 200 words*):