

FACULTY OF MEDICINE SPACE POLICY

PREAMBLE

Space within the Health Sciences Complex (Health Sciences Centre, Heritage Medical Building, and Health Research Innovation Centre-lab and TRW building) is owned by the University of Calgary. The assignment and use of space is ultimately governed by the University of Calgary Space Management Policy. The Deans of the Faculties of Medicine and Veterinary Medicine are responsible for administering or further allocating space in the Health Sciences Complex and are accountable for management of the space assigned. It is the goal of both Faculties to strategically use this space.

Space allocation within the Health Sciences Complex will reflect the importance of our mission areas in education, research, and service. Allocation of space will also reflect academic priorities, strategic opportunities, availability of necessary financial resources, and sustainability.

The present document seeks to spell out the strategic, objective and transparent means that are currently used to assign laboratory, office and administrative space within the Health Sciences Complex.

POLICY

Space assignment is driven by the following principles:

- Space is assigned according to the strategic priorities of the Faculty of Medicine.
- Space will be used effectively and efficiently.
- Contiguous space is important for programmatic needs.
- Space is a limited resource and is not owned by Institutes, Departments, Divisions or current occupants, even when these units have contributed to the fit-out costs.
- Office space is assigned centrally and is not part of Institute, Centre or Department footprints.
- Space assignment procedures are transparent and affected stakeholders are consulted.
- Space assignments should not be regarded as permanent.

Within the strategic framework, the responsibilities for specific space assignments within the Faculty of Medicine are as follows:

- Associate Dean (Research) for laboratory and office space in the HRIC, HMRB and HSC (except for the O'Brien Centre, and space assigned to Veterinary Medicine, CME, GME and UME). Where space has been assigned to an Institute, the Institute Director should make space assignment recommendations to the Associate Dean (Research).
- Associate Dean (Clinical Affairs) will recommend office space for clinical GFT faculty. Decisions regarding the site of the office assignment for clinical faculty will be made jointly with the Chief Medical Officer, CHR, and take into consideration the location of their primary activities based on time.
- Associate Dean (Clinical Research) for space within the Calgary Centre for Health Research (TRW) and space related to ethics.

- Council of Associate Deans, Education (CADE) for space assignments within the O'Brien Centre, and space assigned to UME, CME and GME).
- Dean, Medicine, for all Faculty of Medicine administrative space (Admin, Support Services, Communications & Fund Development).
- Named spaces will be managed in accordance with the University of Calgary's Board of Governors current policies and procedures for named spaces. Specifically, rooms, laboratories, and offices are named in perpetuity, unless the function of the space changes or a definite timeline for naming is specified in the gift agreement with the donor. If a named space is affected by a space reallocation or change in function, the name may be retained at the original location, transferred to a new location, or discontinued. To ensure compliance with gift agreements, the Development Office must be consulted before a decision is made regarding transferring, retaining, or discontinuing the naming
- No faculty member will have more than one office without the authorization of a Dean.

PROCEDURES

1. Requests for additional office, laboratory space or renovations should be vetted by the appropriate Institute Director (if applicable) for priority.
2. Requests for additional educational space or renovations should be vetted by the Council of Associate Deans (Education).
3. All requests for space renovations must be accompanied by a budget and potential source of funds.
4. If the space assignment concerned is entirely within the purview of the Associate Dean (Research), Council of Associate Deans (Education), or Associate Dean (Clinical Affairs), the appropriate Associate Dean may approve the request. If the space is outside the scope of an individual Associate Dean, a request regarding space should be submitted to the Planning and Priorities Committee.
5. Educational and meeting space will be allocated according to the room booking policy approved by the Council of Associate Deans (Education).
6. Priorities for office space will be determined by the Associate Dean (Research).

Approved Planning and Priorities Committee, June 21, 2007