

UBC Department of Chemistry

Space Allocation Policy and Guidelines

Fundamental Principle

Space is assigned through an open process according to principles and policies outlined below.

Principles

- Full faculty members are assigned an office/lab combination as required for the conduct of their research.
- All remaining research space within Chemistry is shared or provisionally assigned space.
- Support staff members (technical, trades, research, clerical, M&P) are assigned single or shared office space, or work areas as appropriate.
- Space needs are expected to change over a research career or as a result of fluctuations in departmental growth, therefore needs may be re-evaluated as necessary.
- Research or office space must not be used for storage of obsolete equipment, waste, archives, or personal belongings.
- There is a standing Space Committee to recommend the allocation and re-allocation of space to the department Head, according to these principles.

Policies

1. Chemistry faculty members receive one office and one research space as required.
2. Research space is allocated to faculty based on need. Preference is given to individuals who do not have access to comparable space in other buildings. Need is evaluated with consideration to adequate funding (operating dollars, salary, infrastructure) to support additional personnel within the Professor's or group's research program, the type of space needed, and continuity. This space is shared in the sense that it is not permanently assigned to any one professor or group. When there is insufficient space to fulfill every researcher's needs in an area of the building, agreement among the concerned parties as to the best use of that space is first be sought.
3. Wherever possible, pre-tenure faculty members are allocated space more than their initial needs dictate, to allow rapid expansion of their programs.
4. During the hiring process for new faculty members, specific office and research space allocations are to be outlined in the offer letter.
5. Support staff will receive either one office or a private desk in shared office space, or work space as appropriate to the position.
6. Core facilities, such as all shops, services, and equipment rooms, are allocated space according to need.
7. Staff and student meeting and lunch rooms are assigned space as available and as needed.
8. When faculty members are within one year of retirement, they should discuss with the Head their requirements for space in Chemistry following retirement.
 - a. Active emeritus faculty members are given research and shared office space as available. Emeritus faculty members without active grants are allocated space on a shared basis as available.

- b. The use of space after retirement must be approved by the Head, who will normally consult with the Space Committee to assess future needs of the retiring faculty member in question, and weigh such needs against those of the rest of the department and those that may arise as a result of future hiring plans.
 - c. Emeritus faculty members vacating research space must work with the Safety Committee in decommissioning their laboratory space. Expenses incurred for decommissioning space will be the responsibility of the faculty member unless specific funding is approved by the department Head.
9. Graduate students, postdoctoral fellows and research associates are ineligible for an individual office and are assigned personal desk space within the research laboratories. Shared office space is assigned if available.
10. Research activity, hence space needs, is expected to vary over a career. Space is evaluated and allocated based on these changing needs in consultation with faculty.
11. Equipment that is currently not in use is to be stored at the UBC South Campus storage facilities (at the researcher's expense). Research equipment that is unlikely to be used in the near future is expected to be disposed of by the faculty member who owns it.

Requests for Space

1. All requests for additional space (all space other than the assigned lab/office combination) must be submitted in writing to the Head of the Department, who will normally seek the assistance of the Space Committee in such matters.
2. Requests must be submitted well in advance of the anticipated time of need. Requests must specify details of the kind of space desired, period during which the facility is required, and a brief rationale for the request.
3. The Space Committee is responsible for evaluating space needs and for recommending allocation to the Head. The Committee's mandate includes the following:
 - a. To assist the Head in the formulation and application of space policy.
 - b. To consult with the Head over changes to space allocation arising from changing needs, such as new faculty, new initiatives, special requests, etc.
 - c. To provide information to the entire Department about space allocation.
4. The Space Committee reviews all requests in a timely manner. For each request it examines the total pool of appropriate space within the department, and then makes recommendations to the Head on how best to proceed.
5. To avoid conflicts of interest, members of the Committee who are requesting space are not to take part in making recommendations involving their own space requests.