

### Principles of Allocation of closed office space

1. The TRW third floor first became available in 2010 and space allocations have since been made in a mindset of plentiful office space. Faculty offices become a very significant long-term space commitment, however, and to ensure sufficient offices for priority allocations, the criteria for office allocation may change from those previously employed. Faculty not assigned office space are encouraged to make use of drop-in offices created for this purpose (see #8).
2. Offices are for faculty members, staff with senior administrative roles (one each for CHS and O'Brien Institute), and staff with senior training roles (in the Public Health and Preventative Medicine residency program, and the graduate training program).
3. Priority will be given to primary CHS appointees who do not have a clinical department affiliation, who have no other options for office space, and where an office on the 3<sup>rd</sup> floor supports success in their academic appointment.
4. Offices will be assigned to faculty who are cross-appointed in CHS when these faculty are contributing significantly to educational/research initiatives in CHS/O'Brien Institute.
5. It is reasonably expected that all faculty (primary or cross-appointed) will have only one full-time office on the UofC campus/medical campus/AHS facilities associated with the academic health network (as non-exhaustive examples: Foothills Medical Centre, Peter Lougheed Hospital, Rockyview General Hospital, Alberta Children's Hospital, Sheldon Chumir Centre, South Health Campus, and Southport). There may be an occasional exemption in support of CHS/O'Brien Institute.
6. When not occupied by faculty, offices may be assigned to individuals or programs affiliated with strategic initiatives: these initiatives may be partnerships (such as external funded training programs), research enterprises (such as team grants/CFI collaborations), or other collaborative work (for example, parts of pan-Alberta initiatives, liaisons with external agencies, etc). The department head/ institute director will be able to discuss the rationale for allocating office space to initiatives, and the following caveats exist:
  - a. Shared occupancy and full-time usage are expected
  - b. Occupants will become part of the TRW 3<sup>rd</sup> floor community, and align with operating expectations regarding noise, shared use of common facilities (kitchen, lunchroom, computer lab, photocopiers), etc
  - c. Given the higher priority of faculty members for enclosed offices, initiatives accept the risk that they may be asked to relocate, with reasonable notice
7. Any modifications of the space (eg, furnishings, data drops) will be financed by the office occupant and returned to the original state if requested by CHS/O'Brien Institute, upon move out.
8. Sessional/adjunct faculty, visiting faculty, or local faculty who have a primary office elsewhere will have access to TRW 3<sup>rd</sup> floor offices that are designated as 'drop-ins', one of which is bookable for longer or recurring visits.

### **Principles of Allocation of open concept workstations:**

1. Open concept workstations are to support faculty members in the achievement of their academic activities particularly as it relates to research activities. These spaces may also be assigned to support the research activities within O'Brien Institute, and the educational activities within CHS (including undergraduate teaching in BHSc). Staff and trainees not assigned workstations are encouraged to make use of cubicle spaces created for this purpose (see **Principles of cubicle space**, below).
2. Phones and keys to the lockable cabinets are provided as part of the workstation spaces, whereas computers are not.
3. Administrative staff supporting faculty/CHS/O'Brien Institute will have priority for assigned open concept workstations.
4. Research staff will be given priority with the following criteria:
  - a. team members of faculty who have office space on the 3<sup>rd</sup> floor,
  - b. externally peer-reviewed funded post-doctoral fellowship positions,
  - c. research staff who are funded from a peer-reviewed operating or team grant where salary support for the staff are drawn directly from the grant,
  - d. incremental research staff whose new space requirements were approved by the department and institute before the relevant grant application was submitted, and
  - e. individuals who are employed 'full-time' and do the majority of their work in this location (staff and trainees on-site < 0.8 FTE will have access to cubicle spaces).
5. Faculty members should expect no more than 4 open concept workstations, with exceptions permitted if there is otherwise unused space. Faculty with multiple part-time staff will be allocated workstation(s) to be shared, yielding workstation(s) that are occupied > 80% of regular working hours. Staff that cannot combine to occupy a workstation > 80% of the time will have access to cubicle spaces.
6. Graduate physicians in the Public Health and Preventative Medicine program will have access to resources commensurate with the changing needs experienced during the program, including shared open concept workstations, cubicles, and secure locker facilities.
7. Best efforts will be made to provide open concept workstations for visiting researchers who are invited as part of a CHS/O'Brien Institute initiative.
8. Exclusive of the above, open concept workstations may be assigned to strategic initiatives. These initiatives may be partnerships (such as externally funded training programs), research enterprises (such as team grants/CFI collaborations), or other collaborative work (for example, parts of pan-Alberta initiatives, liaisons with external agencies). The department head/institute director should be able to discuss the rationale for allocating space to these initiatives.
9. Workstations will be assigned on the basis of demonstrated need: review of assigned space will occur every 6 months, and reasonable evidence that assigned space is not being used can result in forfeiture, with one month's notice. Supervisors of staff allocated workstations must provide updated information at each bi-yearly review, and must also immediately notify the staff member managing space (notify [iph@ucalgary.ca](mailto:iph@ucalgary.ca)) of any interim change. Vacated workstations will be returned to the 'pool' and assigned according to the criteria above (*i.e.* workstations and associated keys cannot be handed over to or held for a replacement staff member, without consideration of the waiting list). Please see [here](#) for more information, and for the [Workstation Request Form](#).

### **Principles of cubicle space:**

1. Cubicles are 'touchdown' spaces that can be used in conjunction with the secure locker facilities by students and visitors. Computers and phones are not included in these first-come-first-serve spaces. Cubicles may also be used by undergraduate students performing research as part of inquiry courses in the BHSc or CRDS programs. Priority will be given first to PhD students, followed by MSc students.