

## **Terms of Reference - The Vice-Presidents' Space Committee**

The Vice-Presidents' Space Committee is established under the St. John's Campus Vice-Presidents to deal with forward planning and operational issues concerning space management and space allocation, including resolution of competition for space, as part of its routine work. The Committee will discuss policy matters and major space management issues with Deans and Directors as required.

### **Mandate and Responsibilities**

The Committee has overall responsibility for reviewing all space proposals submitted to it and for deciding on an appropriate course of action. It also serves in an advisory capacity to the Vice-Presidents as it addresses the facilities and space implications of planning targets in the University's Three Frameworks and Operational Plans.

Its mandate is:

- To apply the principles of space provision specified in the Space Policy and Procedures.
- To make decisions on routine space matters either referred to it for resolution or as part of a regular review of space usage. Routine space matters would include space requests related to operational or organizational changes, best utilization of space, and redundancy as well as smaller space issues and issues where funding is available or where the move of a partial unit is involved.
- To recommend to the Vice-Presidents any major allocation, reallocation, or leasing of space.
- To receive annually criterion-based indicators for the recording, measurement and allocation of space to achieve the objectives of efficiency, effectiveness and equity. This includes overseeing the maintenance of an accurate, up-to-date space and space use database.
- To undertake periodic reviews of existing allocations of space to meet the changing needs of the University and to ensure alignment with the University's Three Frameworks and Operational Plans.
- To develop or endorse guidelines on the management of space, in liaison with Unit Heads, and communicate such guidelines to the wider University community.
- To report to and advise the St. John's Campus Vice-Presidents on space matters.
- To advise Unit Heads, upon their request, regarding the reallocation of space within their units.

The Committee is guided by:

- The University's Three Frameworks and Operational Plans
- Space Policy
- Space Leasing Policy
- Establishment of University Institutes and Centres
- Memorial University Act
- Collective Agreements
- University Space Standards and Guidelines
- Any legal requirements

## **Membership**

- Associate Vice-President (Facilities), *ex-officio* and Chair
- Manager, Space Planning and Administration, *ex-officio*
- Representative from the Office of the Provost and Vice-President (Academic)
- Representative from the Deputy Provost (Students) portfolio
- Representative from the Vice-President (Research) portfolio
- Representative from the Vice-President (Administration & Finance) portfolio
- Two Academic Administrators

All appointments are three-year terms, and consideration may be given to reappointment.

Attendance by invitation:

For major issues affecting their areas of responsibility: Unit Heads

## **Operations**

Written submissions about space and facility needs should be addressed to the Chair of the Committee. He or she will ensure consideration of the matter in a timely fashion. Correspondence will be acknowledged, but those making requests must understand that an early solution to issues and needs raised in a submission may not always be possible. A periodic review of unresolved requests for additional space will be maintained. Apart from acknowledgements, all correspondence on substantive matters will be signed by the Chair.

Meetings of the Committee will be convened every three weeks or as determined by the Chair. The quorum will be 50% + 1. The Committee will deal with matters within its Terms of Reference and concentrate on its roles in planning and policy, proposals submitted to it, and the development of methodologies and procedures for decision-making.

Maintenance of a regularly updated space inventory will be the responsibility of the Manager, Space Planning and Administration, in accordance with parameters agreed to by the Committee and the PROCEDURE FOR MAINTAINING THE SPACE INVENTORY.

**Revision Approved by VPC: March 15, 2016**