

**FACULTY OF ENGINEERING AND APPLIED SCIENCE
SPACE ADVISORY COMMITTEE TO THE DEAN**

Terms of Reference

March 2020

General

The Dean's Space Advisory Committee is constituted for the purpose of advising and making recommendations to the Dean on space allocations. The Dean has the sole responsibility of allocating space under the control of the Faculty of Engineering and Applied Science.

Membership

The Committee shall consist of members appointed by the Dean as follows:

- a) Senior Administrative Officer (Chair);
- b) Associate Deans, Undergraduate, Graduate and Research;
- c) Guests and/or Department Head(s) affected by space issues are invited to a meeting at the invitation of the Chair to provide further explanation on the space request or to answer questions asked by the Committee.

Duties and Responsibilities

1. The Committee shall meet bi-monthly at the call of the Chair to consider space requests from all individuals and groups.
2. The Committee does not make recommendations regarding faculty, administrative staff, PDF's and Visiting Professor offices. These are assigned by the Senior Administrative Officer in consultation with the Dean.
3. The Committee's recommendation to the Dean on space allocations will be for a specific duration. At the end of this period, the Committee will revisit the allocation for reallocation or extension for recommendation to the Dean.
4. When the Committee receives a space request from a member of the Dean's Space Advisory Committee or from a group of which the individual is a part of the project team, they must disclose this to the Committee and recuse themselves from the decision-making process.
5. Where possible, recommendation decisions will be based on consensus. Where consensus is not possible, the recommendation will be decided based on a majority vote.

Recommendations

Once a recommendation has been agreed upon by the Committee, the Chair shall inform the Dean and present the recommendation to the Faculty Management Group (FMG).

Governing Principles

The following principles will be applied to the extent possible.

1. The Senior Administrative Officer will, in consultation with the Dean, assign office space.

2. Space will be allocated to a new activity only after ascertaining that the new activity cannot be accommodated in existing space for other similar activities.
3. Functionality will be the main consideration and convenience will be taken into consideration only where possible.
4. Research lab space will be allocated to a thematic area and not an individual faculty member.
5. Space allocations will be made for limited periods of time and any extension will be based on the past usage record and future need.
6. The Dean is responsible for all space allocation although certain straightforward space allocation decisions could be devolved to other officers.
7. Collegial consultation among other affected faculty member(s) will be carried out before decisions are made on non-routine requests.
8. Active utilization of allocated space is required; otherwise it will be re-allocated to other researchers and purposes. Utilization of space is monitored periodically and under-utilized space will be re-assigned.
9. If competing research lab requests are received with limited space availability, the first priority is given to those professors having an active research grant(s) with funding of graduate students to justify usage of the space.
10. Lab space allocations and dividers between labs are temporary and can be moved to accommodate growth of new funded research programs and completion of prior older programs. Space is dynamically re-allocated over time, based on the level of research activity and demonstrated active utilization of the assigned space.
11. Equipment or facilities which have not been used for a long period of time (beyond two years) are considered to be no longer needed and thus moved out or discarded, unless a viable utilization plan and report are presented and approved by the Committee and Dean, which outlines how the equipment will be utilized in the near future (within three months).
12. In order for a researcher(s) to have a solely dedicated desk space, s/he must be using the desk. Otherwise one shared desk space will be assigned instead for shared use.

Procedures

1. The Senior Administrative Officer (Chair) receives space requests.
2. The Chair consults with the Committee to determine an initial recommendation to the Faculty Management Group.
3. Chair advises the Dean of the FMG recommendation.
4. The Dean considers the recommendation and determines a decision.