

POLICY ON SPACE ALLOCATION, RE-ALLOCATION, AND PLANNING

Created: 2016

Last Edited: April 16, 2016

Policies:

1. All space is held by the Department of Psychology on behalf of the University of Calgary.
2. Priority will be given to providing suitable workspace for faculty, staff, and graduate students. This includes research and meeting space, with teaching space for scheduled courses treated as the lowest priority. Suitable workspace is defined as good air quality, access to natural light if possible (directly or indirectly), workstations at least comparable to university specifications, furniture as needed, and data ports.
3. Faculty offices will normally be located outside of research labs to facilitate student access
4. Sessional instructors will be provided with a space containing a shared workstation suitable for meeting with students during office hours and to use immediately before and after class.
5. Research space will be allocated on the basis of need, i.e., there must be evidence of an active research program and demonstrated efficient usage of the space.
6. Whenever possible, a model of shared research space, and student space, will be adopted.
7. Faculty members must provide graduate students with workstations within their labs or assigned space where possible. Shared space for graduate students outside of research labs may be provided by the Department when available.
8. All graduate students in the Department of Psychology, with the exception of Clinical students who are on internship and students who are accommodated in a supervisor's lab located in another unit (e.g., the Faculty of Medicine), will be provided with a workstation for research and study purposes.

Procedures:

1. Decisions regarding space allocation, re-allocation, and planning rest with the Head
2. The Associate Head will have delegated responsibility for making recommendations regarding space allocation, re-allocation and planning, including the sharing of space, and will maintain an inventory of department space.
3. The Department will review research space allocation every 3 years to evaluate usage and possible re-allocation. The evaluation criteria will include evidence of research funding or adequate resources to complete the research, supervision of graduate students and/or undergraduate students completing thesis work, and the space

requirements for specific projects or programs of research.

4. Faculty members can request additional space for research and can return unused space to the departmental pool for re-allocation or shared use
5. The department will provide some bookable research spaces for use by faculty and students (undergraduate and graduate) on an as-needed basis.