

Space Utilization Policy

Category: Operations

Approval: PVP

Responsibility: Vice-Presidents – Academic, Finance & Administration, Research & Innovation

Date: November 1, 2011, Last Revised April 15, 2014

Definitions:

“Unit” - a Trent University department, program, college or student group.

“External Group” – an organization, group or corporation external to Trent University (not Trent University funded or ancillary operations).

“External Space” – space that is not owned by Trent University; this does not include ancillary space such as in the Trent Community Sports & Recreation Centre.

“The Committee” - Space Utilization & Construction Management Committee.

Purpose/Reason for Policy:

This space policy provides the basis for equitable allocation and efficient utilization of space based on the critical needs of educational, research and administrative activities.

Central coordination of space allocation will ensure that space is used effectively and efficiently.

Scope of this Policy:

This policy is intended to cover the following types of space on Symons Campus, Trill College, Thornton Road Oshawa Campus, and all other University owned buildings/locations:

- Academic and Administrative Offices
- Classrooms/Seminar Rooms
- Resource Rooms
- Gymnasias/Athletic Space
- Libraries/Study Space
- Meeting/Conference Rooms
- Research Laboratories
- Teaching Laboratories
- College space
- Common Space
- Storage Space

This policy does not cover grounds or residences. Any changes to grounds, including pathways, roadways, and parking lots are approved by the Vice-President, Finance and Administration who may seek advice from the Facilities and Grounds Advisory Committee. Renovations within existing

residences are approved by the Provost and Vice-President, Academic and managed by the Facilities Department.

This Policy does not address accessibility or deferred maintenance; these issues are the responsibility of other University committees or administrative offices.

Policy Statement:

All space belongs to the University, rather than individuals, units or departments and is assigned for specific functions that support Trent's academic mission and priorities. Space requirements will be considered based on current needs and not on historical grounds.

The allocation of space to those units with demonstrable need is coordinated solely by the Space Utilization & Construction Management Committee. Decisions of the Committee must be supported by a majority of the voting members present, including support from at least one Co-Chair.

The Space Utilization and Construction Management Committee replaces the Site Development & Space Utilization Sub Committee of the Facilities & Grounds Advisory Committee.

While individuals, groups, departments, Colleges etc. can formulate proposals for the remodeling and redistribution of existing University space, no work must be undertaken or funds expended on space studies without the prior approval of the Space Utilization & Construction Management Committee. Units which plan to change their activity or resource levels shall also include plans as to how these changes can be accommodated within their current space allocation.

The Provost & Vice-President, Academic may delegate authority to the Deans for assigning faculty offices and research space provided the space does not require renovations beyond \$10,000 and budget funding is available. If the Deans propose any structural, mechanical and/or electrical modification above \$10,000, authorization from the Space Utilization and Construction Management Committee will be required.

All renovation projects, once approved, must be undertaken under the direct supervision and budgetary control of the Facilities Department regardless of project cost.

The Vice-President, Finance and Administration may similarly delegate authority to his/her direct reports.

Faculty Research Space

Entitlement to research space is not assumed for faculty, however faculty actively engaged in research activities are assured adequate research space. Research space assignments will be recommended jointly by the Provost & Vice-President, Academic and the Vice-President, Research & International. The level of research activity and amount of space needed will be the main criterion determining allocation of research space.

Research activity will be measured by reviewing the faculty member's recent activity in the areas such as:

- 1) Publication in peer reviewed, refereed journals or public access formats.
- 2) Securing of external research and contract funds.
- 3) Supervision of graduate students.

Faculty engaging in a low level of research must, with the support of the appropriate Dean, provide rationale for retention of research space annually to the Provost & Vice-President, Academic and Vice-President, Research through a formal request.

Minimal activity may result in the loss of or reduction in research space. The precise level of acceptable research activity will depend on the competing needs at the time of the allocation exercise. Decisions to reduce or re-allocate research space will only be arrived at as the result of discussion between the faculty member, Dean, and, if necessary, the Provost & Vice-President, Academic and Vice-President, Research & International. The application of the criteria may result in loss of space for some faculty and gains for others, but is consistent with achieving the highest and best use of the University's limited space resources.

The University does not commit space to retired faculty members who are no longer actively involved in teaching and/or research.

Renovation of Space

Individuals/Units/Departments will not be permitted to make physical alterations/renovations to any University space without approval of the appropriate Dean and/or Space Utilization & Construction Management Committee, regardless of whether they are able to fund the renovation entirely from within their own budget. All work, once approved, must be undertaken under the direct supervision and budgetary control of the Facilities Department, regardless of project cost.

Additional Space

Additional space can be provided in three ways:

- (a) Reallocation between units. If the Committee determines that an application for additional space is beneficial to the University's aims, and underutilized space can be found from within other units, then the committee can reallocate space. This must be based on defensible criteria such as enrolment growth/decline, 'new' or increased funding for research activity, etc. There must be a demonstrable business case around such decisions factoring in any costs associated with renovating or remodeling the affected areas.
- (b) New Build: A strong business case has to be made to construct new facilities, detailing the sources of funding, the 'split' between government funds (grants etc.) and any 'matching' contribution required from the University, donor contributions, etc.
- (c) Lease/rent external space: Occasionally it may be necessary to lease or rent external space for a short term need. However this should only be undertaken once all options have been explored with the Office of the Registrar and Facilities Department to ascertain that suitable space on campus does not already exist or can be freed up by adjustment to timetabling or room scheduling. External leases must be approved by the Board of Governors.

Leased Space - Custody and Control

If University space is to be occupied by an external group for a period of three months or more, then a written lease is required. See Procedure 2 for minimal lease requirements.

Tenants of space under lease from the University have custody of the leased space according to the terms of the lease.

The Associate Vice-President, Facilities has responsibility for coordinating the leasing of non-academic space, other than the assignment of rooms in student residences, which is the responsibility of the Associate Vice-President, Student Services.

The Vice-President, Research & Innovation will advise the Provost & Vice-President, Academic and Vice-President, Finance & Administration on requests for Lab or Research space by an external group.

Space specifically allocated to external groups shall be subject to specific financial arrangements for operating costs, unless a special arrangement has been made and authorized by PVP.

Inventory and Monitoring of Space

A central database of space data and space allocation will be maintained by the Facilities Department.

Facilities will routinely undertake space utilization studies of teaching, research and office space in all units. Following review of the survey data, Facilities, after consultation with the Space Utilization & Construction Management Committee, and with the approval of the Provost and Vice-President, Academic and Vice-President, Finance & Administration may propose remodeling of areas to improve poorly utilized spaces.

Use of all teaching spaces is to be recorded on the main timetabling system operated by the Office of the Registrar. Trends in teaching space demand will be monitored and used to inform strategic development plans.

The minimum standard for determining if a classroom or lecture theatre is being effectively used is 30 hours per week of room usage with 60% seat utilization (as per the MTCU standard).

Responsibilities:

The President's Space Utilization & Construction Management Committee has an obligation to provide students, academic personnel, and administrative personnel with suitable space to carry out University-approved activities.

The members of the Committee will include:

- Provost & Vice- President, Academic (Co-Chair)
- Vice-President, Finance & Administration (Co-Chair)
- Vice-President, Research & Innovation
- 2 Deans
- Associate Vice-President, Facilities
- Associate Vice-President, Student Services
- Registrar (or delegate)

Resource Personnel (Non-Voting) will include:

- Associate Vice-President, Information Technology
- Project Manager(s), Facilities
- Human Rights Advisor
- One Student Representative
- Science Facilities Manager (when required)

- Other resource personnel (when required)

Unit heads will be responsible for ensuring that space allocated to them is well utilized. Underutilized or inappropriately allocated space (e.g. prime space such as offices or seminar rooms used for storage) may be re-assigned to other units. Unit heads will verify and update an annual inventory of space, provided to them by the Facilities Department, which will indicate the current use/purpose of each room and the number of staff or students occupying each room. Once updated/verified these annual space inventory reports will be submitted to the Vice-President responsible for each unit.

Vice-Presidents are responsible to collect annual space inventories and forward them to the Associate Vice-President, Facilities.

Associate Vice-President, Facilities is responsible for implementing and maintaining the space database, monitoring space usage throughout the University and coordinating the lease of any space to external groups.

Contact Officer:

Provost & Vice-President Academic, and Vice-President Finance & Administration

Date for Next Review:

2019

Related Policies, Procedures & Guidelines

- a) Procedure 1: To Request Additional Space or Request Approval to Renovate Currently Allocated Space (Appendix A: Trent University Space Request Form)
- b) Procedure 2: A procedure on how External Groups lease University space in support of the Space Utilization Policy
- c) Procedure 3: A procedure on how to update the space inventory annually in support of the Space Utilization Policy

Policies Superseded by This Policy:

- a) N/A