



UNIVERSITY OF MANITOBA POLICY

Policy¹:	Space Policy
Effective Date:	September 13, 1973
Revised Date:	July 8, 1980
Review Date:	June 15, 2015
Approving Body:	Senate
Authority:	
Responsible Executive Officer:	
Delegate: (If applicable)	
Contact:	Vice-President (Administration)
Application:	Deans/Directors

INSTRUCTIONAL SPACE

A. Principles

The Senate adopted the following principles to be applied in determining the utilization of instructional space:

1. the occupancy of all University space by Departments, Faculties, Schools, Support Departments and Administrative Units will be subject to annual review;
2. the President is responsible for the annual review for the purpose of re-distributing all University space according to the greatest need; an
3. the first priority and generous consideration will be given to the needs of the principal user of the building.

¹ If the Governing Document is a By-Law or Regulation use the applicable term in place of the “Policy” reference throughout the document.

In carrying out these three principles, space need determination should be augmented by whatever administrative procedures are necessary to provide timely and thorough assessment.

B. Standards

The standards established in 1971 by Senate were re-affirmed as targets to be worked toward in the more efficient use of instructional space. These standards are:

1. Classroom and Seminar Rooms: 30 hours per week of scheduled room use with a 60% station utilization; and
2. Instructional Laboratories: 24 hours per week of scheduled room use with a 70% station utilization.

Station utilization is defined as the percentage of stations used when the room is occupied for scheduled instruction. A station is a chair, lab table, work area, etc.

C. Procedures

Senate re-affirmed its action of 1971 requiring that a coordinated timetabling and room allocation function be established for the purpose of providing more effective use of instructional space. Such coordination includes firm deadline dates for all Faculties and Schools to submit:

1. requests for space for students in courses;
2. complete timetables; and
3. requests for space for classes.

Requests for space for students in courses and complete timetables are recorded in the Course Sectioning File by the Student Records Office. Faculties and Schools must identify the size, location and any special requirements for each class. This information is required no later than April of each year.

Requests for space for classes is identified no later than December of each year. A preliminary classroom allocation is provided to each Dean or Director on the Fort Garry campus by the Director of Space Management in the Office of the President based on the principles identified by Senate. Adjustments are made as required, and a final classroom, seminar room and laboratory space allocation is made in January prior to Faculties and Schools generating timetables for the next academic year.

OFFICE SPACE

A policy for office space should provide (1) the means by which space requirements can be assessed, (2) the criteria or standards of eligibility regarding space allocation, (3) a system of implementing the regulations, (4) an appeal mechanism and (5) a method of

monitoring the results. The policy must be flexible in its application, at the same time engendering trust and acceptance amongst those who are affected by its implementation.

Implementation of an office space policy for the University of Manitoba may result in the relocation of individuals or groups within a building, or units to some other building(s).

None of the following are intended to interfere with the responsibility of assignment of office space by Deans or Directors (or those responsible for other administrative or support units) once office space has been allocated to a unit, nor is there any intention of impinging on existing arrangements with other bodies involving space allocation such as are addressed in the agreements with the affiliated colleges, member or constituent colleges, or in that governing the use of the University Centre building.

The following guidelines have been established for the allocation of office space to units or the reallocation of office space between units:

A. Priorities

1. Academic staff
2. Support staff who require office space for the performance of their duties.
3. Other personnel directly related to teaching or research such as grant researchers, post-doctoral fellows and graduate students.
4. Other University-related groups, such as government agencies, institutions, student associations, unions (these are normally subject to special arrangement and approval by the University).

B. Principles

1. In any of the above categories, full-time staff will be given priority over part-time, the latter if necessary sharing an office.
2. Except in the most unusual circumstances, no full-time staff member shall be assigned more than one office.

C. Procedures

1. The President delegates to a senior administrative officer the responsibility for allocating space to units. The senior administrative officer delegated by the President may initiate such shifts or reallocations of space between units when necessary as a result of changing space needs within the University. In initiating any change of space between units, the designated administrative officer shall consult with Deans and Directors of the units concerned.
2. Should any disagreement arise over decision on space allocation to faculties, schools and other units by the designated administrative officer, an appeal committee should be

established to hear the appeal and to recommend the most appropriate solution to the President. The appeal committee shall be made up of an administrative official appointed by the President and two members of the Senate Planning and Priorities Committee, one of whom shall be the chair.