

## NIPISSING UNIVERSITY

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### Overview

Space at Nipissing University is a limited resource and, therefore, it must be managed responsibly and in a way that promotes the strategic priorities of the University. Flexibility needs to be maintained in order to address changes in function, curricula, programs and technologies. Accordingly, a comprehensive framework for assignment and management of space, including office space, has been established to achieve best utilization and to allow us to respond to current and emerging needs.

This document provides general guidelines for the allocation of office space to the departments within all the divisions on campus. "Office space" includes offices specifically assigned to support Nipissing University's academic (instructional and research), administrative, and service functions. While the University's Executive Team is responsible for the overall space management strategy of the institution (including responsibility for analyzing space use, ensuring existing space use is optimized and forecasting future space requirements), actual space/office assignment is a responsibility of the Director of Facilities. Note: Classroom space is managed by the Office of the Registrar, while Research space is managed by the Provost & Vice-President, Academic & Research.

### Principles

- All space is considered University property and will be allocated, as available, in a manner that best advances the University's priorities.
- Office space allocations are made to faculties, departments, positions and/or individuals.
- Office space, like all University space resources, should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals.
- Any vacated space reverts back to the University space pool. The Facilities Office, in consultation with corresponding administrative and/or faculty executives where appropriate, is responsible for reassigning vacant space.
- Existing office space should be used to maximum functionality and efficiency.

- Shared office and open office arrangements will be encouraged as necessary to efficiently use the campus' limited space.
- Meeting rooms, departmental and office spaces are to be shared among all stakeholders and will be managed by the Facilities department.
- Office space that has been allocated to a faculty, department and/or individual can be reassigned to another faculty, department and/or individual in response to University needs and priorities.
- Department heads have the responsibility to address office space needs within their respective departments. However, responsibility for allocating and reallocating office space resides ultimately with the Facilities Office in consultation, where necessary, with the corresponding department heads (i.e. Dean, Administrative Director, Senior Manager, etc.)

#### **Guidelines for Allocation of Office Space**

- Office space will be assigned based on need, availability and suitability for the intended use.
- Offices may be private, shared, open or in cubicles as appropriate and available.
- Assignment of multiple offices for faculty and staff is not allowed unless there is a true demonstrated need. Under such circumstances, a faculty or staff member may be assigned a secondary office (possibly in a shared arrangement). All decisions related to multiple offices will be made on a case-by-case basis and require the approval of the appropriate Vice-President in consultation with the Facilities Office.
- Each department is responsible for ensuring all offices assigned to it are occupied. When offices are left unoccupied for significant periods of time, these spaces may be reassigned to alleviate pressing space needs. If an office space remains under-utilized for a significant period of time, the department may be required to provide justification for maintaining use of the space. Periodic evaluation of office space allocation should be made by the department head to insure that all office space is being used to maximum functionality and efficiency.
- Emeritus/retired faculty and staff may be provided with shared office space, if space is available, as long as they remain engaged in University activities. These shared offices are intended to allow an individual to maintain contact with their department, discipline and colleagues. This requires the approval of the appropriate Vice-President in consultation with the Facilities Office.
- When possible, if departments desire to consolidate their space assignments for reasons of academic interaction and/or administrative efficiency, an effort will be made to provide contiguous spaces. However, close proximity cannot be guaranteed depending upon the space and financial resources available at any given time.
- To support an accurate and complete record of space allocations, departments will notify the Facilities Office of any changes to the allocation of specific office space within their department.
- Office space may not be assigned to non-campus organizations without prior approval from the appropriate Vice-President.

#### **Faculty Office Allocations/Moves**

Office allocation decisions will be made in response to notification from Human Resources that a new faculty member will be hired. It is the responsibility of the Facilities Office to assign an appropriate office for the new employee, taking the following considerations into account whenever possible:

- type and length of appointment;
- colocation with other members of the same discipline;
- ongoing or upcoming space requirements.

Immediately upon allocation, information will be forwarded by the Facilities Office to the appropriate Faculty Office, Telecommunications and University Technology Services. The Facilities Office will arrange for appropriate signage and key access, allocate the mailbox and arrange for housekeeping services.

Written requests for office changes will be considered by the Facilities Office once approved by the department head, an appropriate rationale is presented and office space is available.

Vacant faculty offices will be allocated in the following order of priority:

- New appointments;
- Change of appointment status (e.g. moving into a tenured position);
- Move of current faculty members in order to co-locate them with other faculty members in the same department/discipline, assuming space is available and as long as such moves align with any existing or future plan(s) for co-location of departments; and
- Faculty members with extenuating circumstance(s) who have had their request vetted through the Provost and Vice-President, Academic & Research.

In the event a request for an office change is approved, furnishings are part of the office and are not normally transferable. When changing offices, faculty members are to move all their personal effects; however, all furnishings (desk, chair, bookcases, and standard computer) remain in the office they are vacating. Upon request, facilities staff may be available to assist faculty with moving heavy boxes.

Specialized computer equipment required by a faculty member may be moved from office to office only when written approval is provided to the Facilities Office from the Provost & Vice-President, Academic & Research. In such an event, University Technology Services can provide assistance for this transfer of equipment.

Faculty members on a leave may be required to clear their office of all personal/departmental belongings for the duration of their leave in the event the space is required for a faculty member not on leave and/or to alleviate pressing space needs. In the event that a faculty member requires use of office space for the duration of his/her sabbatical/leave, a written request must be submitted to the Provost & Vice-President, Academic & Research. If the request is deemed appropriate by the Provost & Vice-President, Academic & Research, and if there is sufficient office space available, a request will be submitted to the Facilities Office for consideration.

## **Definitions**

### Office

- A space housing faculty, staff, or students working at one or more desks, tables, or workstations configured as a private office, shared office or open office with or without cubicles.

### Private office

- An enclosed work space for one person, suitable for activities which are confidential, demand a lot of concentration or include many small meetings.

#### Shared office

- An enclosed work space for two or more people.

#### Open office

- An open work space for more than three people with or without cubicles.

#### Cubicle

- A semi-enclosed work space for one person within an open office

#### Workstation

- A work space for one or more individuals typically without partition walls and within an open office.