

Faculty of Education Research Space Allocation Guidelines

Context

The allocation of general space to Faculties is decided by the University. This document outlines a set of guiding principles for all research spaces within the Faculty of Education that are not assigned offices to individuals or dedicated meeting rooms. The Associate Dean Research and International (ADRI) has oversight for these central spaces. The goal of this document is to develop a set of guidelines that can be used to inform the allocation and management of research spaces within the Faculty.

Goals

- To maximize and support the use of the Faculty of Education's research spaces at all three campuses;
- To define clear criteria to guide the decision-making processes and resulting allocation of research spaces by the ADRI in consultation with the Dean, Research Advisory Working Group (RAWG), and administration within the Faculty of Education;
- To ensure that research spaces are assigned through a transparent process guided by core principles that are agreed upon by the Dean, ADRI, RAWG and the Space Committee (to be created).

Guiding Principles

- While the ADRI has oversight, the Dean of Education is ultimately responsible for the allocation of research space to meet the Faculty's strategic priorities and operational goals;
- The ADRI will recommend the allocation and reallocation of research spaces to the Dean according to the guidelines outlined in this document;
- When a space becomes vacant, regardless of the reason, its vacancy must be communicated to the ADRI for re-assignment;
- Space needs are expected to change over the course of a research career or as a result of (a) changes in the nature of a researcher's or a Research Centre's work, (b) fluctuations in Faculty growth, (c) research funding, and (d) number of RAs supported;
- All decisions concerning research space assignment and re-assignment will be guided by a clearly established and articulated set of indicators [See Triennial Review Process, below]. These indicators should reflect the Faculty's mission, values, strategic goals, and activities;
- It is the responsibility of the Principal Investigator (PI) or Centre Director who has been allocated research space to provide oversight for the appropriate use of assigned space for research activities. It is the responsibility of the Faculty's facility unit to provide oversight for the shared research spaces that are not assigned to a particular PI (e.g., shared postdoc office space).

Process Guiding Requests for Space

1. Faculty members or Directors on behalf of Centres with a research project or program (including knowledge mobilization activities tied to research) approved by the Dean and the ADRI should be assigned suitable space to carry out that work. Requests for the use

of research space must be submitted **one semester** in advance of the anticipated time of need and must specify the following:

- a. Details of the kind of space desired;
 - b. The time period for which the space is required;
 - c. A brief rationale for the request including: funding; projected use of space; and personnel (i.e., numbers of staff, roles; expected hours of work/week) to be assigned to the space.
2. The assignment of space to support a funded project, activity, or program will be time-limited in accordance with the provisions and term of the funding. Generally, consideration for continuing space assignment is contingent on the renewal of funding or reappointment of research staff. During the request for renewal, the space assignment should also be reassessed (i.e., with respect to the rationale).
 3. Due diligence should be exercised to avoid space reallocation during temporary interruptions in funding. A temporary interruption of funding may be understandable, provided that the faculty member(s) has/have developed and implemented a sound plan for the continuation of funding within the coming year, and thus the need for research space.
 4. All requests for additional space must be submitted in writing to the ADRI who will work with the Dean to address such matters.
 5. To avoid conflicts of interest, requests for research space submitted by the ADRI will be overseen by the Dean.
 6. All space assignments may be adjusted on the basis of level of usage and competing priorities of the Faculty (see Triennial Review Process).
 7. It is acknowledged that assigned space is finite and assignment decisions will need to be made on the basis of Faculty and University priorities with the potential outcome of some space needs not being met.

Triennial Review Process

1. Research space utilization will be reviewed triennially (i.e., every three years) by the ADRI and the Executive Team, with recommendations to the Dean.
2. Triennial review of research space for currently appointed faculty or Research Centres will include an articulation of:
 - a. The amount and condition of current space assigned, including square footage and configuration.
 - b. The number of personnel utilizing the space, including faculty, technicians, graduate and undergraduate research assistants, postdoctoral fellows, and collaborators.
3. The ongoing allocation of research spaces for currently appointed faculty will take into consideration a combination of the following:
 - a. Level of usage of the assigned research space.
 - b. Funding: Existing funding and/or promising and compelling applications for funding.
 - c. Indicators of research activity: Recognition of active research as evidenced by the following types of indicators over a two-year average (this is an illustrative not definitive listing):

- i. Involvement with collaborators in research efforts both on and off campus.
 - ii. Outreach and/or knowledge mobilization activities that align with the Faculty and University strategic priorities.
 - d. The projected duration of currently funded projects.
 - e. The identification of planned project renewal, new or expanded projects.
 - f. Anticipated changes in the appointed personnel levels required to support/complete a given research project or relevant research program.
 - g. Interest in reconfiguration or an alternative space assignment that may facilitate a new project by relocating all or a portion of the assigned space to a different location, to better support new or ongoing research.
 - h. Proximity to other faculty with similar academic interests and a demonstrated interest and commitment to collaborative scholarship.
 - i. In the case of Research Centres, an evaluation of the overall activities, contribution and impact of the Centre in relation to one (or more) strategic goals and advances in the Faculty's mission.
4. The amount of space previously assigned may be modified based on a combination of factors outlined above.
5. Matters *not* considered relevant in the allocation of research space include:
 - a. Historical allocation of research space and its location,
 - b. Historical usage of research space, or
 - c. Faculty seniority or track (teaching/research).