

INTRODUCTION

The intention of the McMaster University, Faculty of Health Sciences (FHS) Administrative Space Guideline is to facilitate efficient and effective planning and management of space in the Faculty based on Faculty and University guidelines, protocols and priorities.

SCOPE

This guideline applies to all FHS faculty, staff, students, visitors and contractors on all Faculty-owned, leased or controlled property.

For the purposes of this document, FHS space is classified in the following ways:

1. Campus space – this includes all space occupied at 1280 Main Street West. At present, the Faculty of Health Sciences has a presence in the following buildings: Institute for Applied Health Sciences (IAHS), Communications Research Laboratory (CRL), the Michael G. DeGroot Centre for Learning and Discovery (MDCL) and the McMaster University Medical Centre. Campus space includes research space (both wet and dry lab), as well as administrative and academic space. For purposes of this policy, space at the McMaster Innovation Park will be treated as Campus space.
2. Off-Campus space owned and operated by McMaster University – this currently includes the David Braley Health Sciences Centre.
3. Leased space – the Faculty has many lease agreements across the City and the region. Many of these leases have been entered into at a department level to support expansion of clinical, research or administrative functions. This includes space in the regional campuses of the Michael G. DeGroot School of Medicine.
4. Hospital space – Within Hamilton and the region, many academic departments within FHS have space in our partner teaching hospitals. These spaces can be administrative, academic, clinical or a variety of research spaces, both wet and dry lab. FHS recognizes that some hospital space is co-managed with, or overseen by, hospital partners. This guideline applies to space that is overseen exclusively by FHS.

PRINCIPLES

1. All space is held centrally within FHS and is overseen by the Dean and Vice-President, Faculty of Health Sciences. For research space, this authority is delegated by the Dean

and Vice-President to the Vice-Dean, Research (VDR) and for non-research space, to the Assistant Vice-President (AVP), FHS.

2. The Faculty has a mandate to provide faculty members, students and academic, research and administrative staff with suitable space to carry out University-approved activities. To do so, the Faculty works with departments and programs on proper and efficient space management; however, the Faculty, at its discretion, can re-allocate any and all space as deemed necessary to meet changing needs and priorities.
3. Departments and programs have a responsibility to manage their space allocation in a manner which responds to the changing needs and demands of their various disciplines and units and in a manner which complies with Faculty policies and guidelines.
4. In addition to policies and guidelines, the Faculty relies on the University community at large to identify suggestions for improved utilization of space.

SPACE ALLOCATION GUIDELINES

Wherever possible, the following guidelines will facilitate the allocation of space within FHS:

1. *Full Time Faculty Member / Senior Administrator: Large Private Office* – senior level staff and faculty with functions that require high levels of privacy (need for frequent confidential meetings and/or phone conversations and working with high volumes of confidential materials). Typical assignments may include vice-deans, department chairs, and directors.
2. *Management/Supervisors: Standard Private Office* - full time faculty members and staff with functions that require significant levels of privacy. Typical assignments may include department managers, supervisors and academic professionals (supervisory staff with regular and ongoing HR responsibilities).
3. *Support Staff/Administrative: Standard Open Workspace*- staff and faculty support positions. The need for privacy and confidentiality can be met through meeting/conference rooms and locked cabinets. Typical assignments may include professional or executive administrative staff, coordinators, medical secretaries, lab managers, research and support/clerical staff.
4. *Non-full-time, non-permanent: Standard Shared or Open Workspace*- staff, students and faculty in non-permanent or emeritus roles. Typical assignments may include: adjunct faculty, retired faculty, visiting scholars, interns, graduate teaching/research assistants.

5. If a department wishes to re-allocate space that it currently occupies to a different individual or group within the Faculty or University, it must consult with FHS Corporate Services prior to any changes being implemented.
6. Space allocated to a faculty member or department cannot be allocated to third parties (e.g. associations, individuals, commercial activities, spin-off companies etc.) without prior approval of FHS Corporate Services, regardless of whether or not rent is to be charged or agreements are in place.
7. On occasion, FHS Corporate Services will conduct comprehensive space audits to update allocation information and assess the utility and availability of space within FHS. In many cases, an audit will occur upon submission of a space request by a department, but an audit may also occur as part of routine assessment of FHS space.
8. Requests for administrative space should be submitted to FHS Corporate Services using the standard form provided on the FHS Corporate Services website.
9. When assessing requests for space, the Faculty will consider the results of the space audit, as well as potential re-purposing of space currently used as kitchenettes/lunch areas, private board/conference/meeting rooms, storage space and offices held by individuals who have access to an additional office or workspace in another area of the Faculty or University.
10. Requests for space that require repurposing a classroom or tutorial room must include replacement of the classroom or tutorial room in another location, as well as an approved funding strategy. FHS Corporate Services can assist in developing these plans.
11. Whenever possible, attempts will be made to address space requests by locating faculty and staff in near proximity to the requesting department.
12. Naming of space must follow the University's naming guidelines, and must be done in consultation with the AVP, FHS and the Director of Development, FHS. The naming guidelines can be found here: <https://secretariat.mcmaster.ca/app/uploads/Naming-Policy-Procedures-2010.pdf>