

## **Principles of Campus Space Allocation in the Faculty of Medicine**

1. Campus space is controlled by the Dean and administered by the Dean's Office (on behalf of the Dean), Departmental Chairs and Centre Directors.
2. Allocations of Faculty space are made by the Dean's Office through the Space and Infrastructure Committee, comprising the Vice-Dean Research, the Chief Administrative Officer and the Director, Facilities Management and Space Planning, to the departments and centres. The space is further distributed by the Departmental Chairs and Unit Heads. Initial space allocation queries are to be made to the Director, Facilities Management and Space Planning.
3. Campus space allocations are intended to conform to the current Council of Ontario Universities' (COU) Building Blocks and general University space standards. For example, instructional space is determined by enrolment, utilization and pedagogical teaching style; administrative and student space is based on approved FTE and COU formula; research space is determined based on research funding available, demonstrated need and availability of space.
4. Space allocations will be reviewed periodically by the Space and Infrastructure Committee in consultation with Departmental Chairs and Unit Heads. As enrolment, approved FTEs and research dollars change, space allocations will be revised to reflect these changes. When the review indicates that additional space is needed, such space will be found as expeditiously and in as reasonable a location as possible. When less space is required due to these changes, the surplus allocation will revert to the Dean's Office and may be returned to the University. The Space and Infrastructure Committee will consult with the Dean on major space allocation issues.
5. Space for spin-off companies and outside agencies will be provided at market value and as space permits with the revenues going to the Faculty to offset operating costs for this space.
6. It is the physical and financial responsibility of parties who are vacating space to leave that space clean, de-commissioned and free of old furniture, equipment and personal belongings.
7. When specialized facilities such as cold rooms are no longer required, they will be decommissioned in order to reduce operating costs, and possibly reallocated, as appropriate.
8. Funding for any space renovation project must be in place prior to the initiation of the project.
9. Exceptions to any of the above may be made on a case-by-case basis through the Space and Infrastructure Committee on behalf of the Dean.