

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. Main Campus space – this includes all space occupied at 1280 Main Street West. At present, the FHS 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 (MUMC), otherwise known as the Health Sciences Centre (HSC). Main 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 (MIP) will be treated as Main Campus space.
2. Off-Main Campus space owned and operated by McMaster University – this currently includes the David Braley Health Sciences Centre (DBHSC).
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 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 Associate Vice-President and Chief Administrative Officer (AVP & CAO), FHS.

2. The Faculty has a mandate to provide faculty members, learners and staff with suitable space to carry out University-approved activities. To do so, the Faculty works with departments and programs on efficient space management. The Faculty, at its discretion, can re-allocate any and all space as deemed necessary to meet changing needs and priorities. The Faculty is guided by affiliation agreements for the provision of space to clinical faculty and support staff and those agreements take precedent over these guidelines.
3. Access to dedicated space may be restricted to individuals who have fully (or near-fully) onsite working arrangements. Individuals with a fully onsite working arrangement but working less than three days per week in a particular location may be required to share space and/or make use of flex or swing space. Individuals working across multiple sites will be provided with the appropriate level of space within their primary work location.
4. Schools, departments, units and programs have a responsibility to manage their space allocation in a manner that responds to the changing needs and demands and that complies with Faculty/University policies and guidelines.
5. 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 / Manager / Supervisor/Staff engaged in confidential work: Private Office*
 - a. senior level staff and full time faculty members with functions that require significant levels of privacy (need for frequent confidential meetings and/or phone conversations and working with high volumes of confidential materials), working on site at least three days per week.
2. *Support Staff/Administrative: Open Workspace*
 - a. staff and faculty support positions working on site at least three days per week. The need for privacy and confidentiality can be met through the use of meeting/conference rooms and locked cabinets.
3. *Non-full-time, non-permanent or onsite less than three days per week: Shared or Open Workspace*
 - a. staff, students and faculty members in non-permanent or emeritus roles or individuals working on site less than three days per week.

4. School/department/program/unit leaders have discretion, within their existing space, to prioritize dedicated offices and workspaces for those working fully onsite.
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 school/department/program/unit 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 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, but an audit may also occur as part of routine assessment of FHS space.
8. Requests for administrative space must 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/ break 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 school/department/program/unit. Naming of space must follow the University's naming guidelines and must be done in consultation with the AVP & CAO, FHS and the Director of Development, FHS. The naming guidelines can be found here:
<https://secretariat.mcmaster.ca/app/uploads/Naming-Policy-and-Procedures.pdf>