



FACULTY AND ACADEMIC STAFF OFFICE ALLOCATIONS POLICY AND PROCEDURES

Purpose

It is the goal of the University of Saskatchewan (USask) Health Sciences to maximize the use of all space within the Health Sciences Building while simultaneously supporting faculty in their roles as teachers, mentors, and researchers.

Background

The USask Health Sciences, in consultation with the appropriate Health Sciences Dean, is responsible for the day-to-day administration of all faculty and academic staff office space in the Health Sciences Building and for any changes in faculty and academic staff office space allocation or policy. The Health Sciences has final approval on all space allocations.

The Health Sciences is committed to cohesion within college, school, department, and research units — where applicable and desired — with the goal of supporting faculty and academic staff to work in the same general area as their colleagues.

To facilitate research activity and interactions among faculty in research clusters and their trainees, the HSDC will attempt to house those faculty members in close proximity.

For other faculty, including faculty whose primary duties are teaching related, the HSDC will attempt to co-locate them in areas which provide faculty with access to each other and to students with minimal restraints.

Considerations

- Some groups often require more space than can be accommodated within a single floor. In these cases, faculty members may sometimes be assigned to an area slightly distanced from their colleagues.
- Other requirements may govern or preclude the use of some office space.
 - For example, ongoing construction and the displacement of administrative units may require some areas, even if temporarily vacant, to not be available for faculty office assignments.

Policy

- The USask Health Sciences is dedicated to housing faculty whose primary focus is teaching in offices located in close proximity to one another.
- The USask Health Sciences recognizes that faculty should, by virtue of their research productivity, qualify for improved office space if they desire it and if space becomes available.
 - **NOTE:** If a faculty member chooses to upgrade his/her office, the expenses of moving (if applicable) will be charged to the college/school. This must be arranged in advance.

- **NOTE:** Faculty whose primary work is performed *outside* the Health Sciences Building (e.g., clinicians working with the Saskatchewan Health Authority) and who have offices located offsite are *not* eligible for a private faculty office in the Health Sciences Building; however, shared office space may be available for faculty in this situation when space is available.
- The USask Health Sciences is dedicated to providing office space for all full-time faculty members and academic professionals and to do so with the understanding that individuals will maintain an office as long as they hold a full-time academic position.
 - To accomplish this, each faculty member or academic professional may qualify for only one office space at any time.
 - Faculty who has a non-permanent, long-term assignment elsewhere (e.g., department heads, associate/vice deans, deans, etc.) are required to move out of their faculty office in the Health Sciences Building if the temporary assignment provides for another office — either within the Health Sciences Building or elsewhere.
 - Upon their return to a regular faculty position, the USask Health Sciences will provide appropriate office space in as close proximity as possible to other members with common interests.
 - Two people sharing an appointment are assumed to share an office unless a convincing case can be made to the Health Sciences.
- The USask Health Sciences is dedicated to providing office space for part-time teaching faculty and will assign space based on their teaching load. In most cases, a part-time faculty member is expected to share with one or more other part-time teaching faculty.
 - If a regular part of their teaching assignment is meeting with students, private meeting spaces can be booked for those meetings if the faculty member shares an office.
- Because office space is allocated centrally by the Health Sciences, colleges, schools, departments, or individual administrative members (within or between colleges, or departments) may not arrange trades or allocate space independently.

Procedure for reassignment of office space

- 1) Annually, or as required, the USask Health Sciences will determine and announce all offices in the Health Sciences Building about to become "permanently vacant" for the next year (e.g., those offices vacated because the faculty member last occupying the space will not be returning).
 - a. This does not apply to offices of full-time faculty going on a sabbatical leave.
- 2) Full-time faculty located in the Health Sciences Building who would like to request an office reassignment should make their interest known to the Health Sciences *provided that* they will be on-campus and engaged in research/teaching the following year — not in an administrative capacity or on a sabbatical leave. To make interest known, please fill out the online [Health Sciences Building Space Application Form](#).

- 3) According to the criteria outlined below, the Health Sciences in consultation with the Health Science Dean, will assign faculty who are interested in moving with a prioritized order based on consultation with their Dean.
 - a. Once the order is established, the Health Sciences will coordinate the process by which each faculty member will be given the opportunity to choose his or her office from the list of appropriate offices available at that time. As much as possible, every effort will be made to retain research cluster integrity.
 - b. If faculty prefer their current office to the offices vacant at the time of choosing, they are free to pass on the opportunity to relocate.

Criteria for assignment of office space

- 1) A faculty member's office should be, whenever possible, in proximity to their research facilities and members within the same research cluster.
- 2) The guiding principle for assignment of faculty office space shall be in this order: an individual's appointment status (i.e., regular, continuing, or temporary), seniority, and rank.
 - a. A faculty member on a regular, continuing appointment shall have precedence over a member on a temporary appointment.
 - b. A faculty member on a full-time appointment shall have precedence over a faculty member holding the same rank on part-time appointment.
 - c. After taking appointments into consideration, seniority at the university will be the deciding factor to determine who gets first choice.
 - i. If two faculty members have the same seniority, then the decision on who gets first choice will be decided by rank.
 1. For example, a faculty member who is a full professor shall take precedence over an assistant, or associate professor, lecturers etc.
 - ii. If two or more members have the same appointment, seniority, and rank, the order for choosing an office will be decided by a random draw.

Additional stipulations

- Depending on the space needs of the department in a given year, it may be necessary for faculty members to share large offices. Shared assignments will be determined by the order of precedence outlined above.
- Only offices scheduled to be vacated will be identified as "available."
 - **NOTE:** Offices assigned to faculty on temporary appointments will be assumed to be available following the duration of each member's annual contract.
 - For faculty members who are on temporary appointments and who are reappointed for the following year, every effort will be made to allow these individuals to keep their current office should they desire; however, it may be necessary to reassign such members to another office should new faculty of higher rank be hired for the next academic year.

- Office assignments will be re-evaluated when necessary.
 - This includes situations when an office is needed for a new faculty recruit near his/her assigned lab space.
 - It could also include situations arising when a current faculty member requests an office change within a research cluster. Such cases will be evaluated using the criteria outlined above.

Sabbatical faculty office assignments

- Office space for faculty on an approved sabbatical will be considered on a case-by-case basis.
- All faculty who are going on sabbatical should submit a brief plan for the sabbatical year to the Health Sciences by May 1 of the preceding year.
 - Normally, faculty who go on sabbatical will retain their offices if they will remain on campus to work or will frequently travel back to campus to meet with students and collaborators.
- Faculty who plan to be away for an entire term or year may have to share their offices temporarily with part-time teaching faculty.
 - In this case, the faculty member would re-assume sole occupancy of the same office once the sabbatical is completed.

Emeriti faculty office assignments

- Office space for non-research active emeriti faculty can be assigned only when space is available and after accommodations have been made for:
 - full-time teaching faculty;
 - part-time teaching faculty;
 - faculty on sabbatical leaves who have requested office space; and
 - administrative personnel
- Emeriti faculty office assignments will remain in place only until such time as the space is required to accommodate additional full-time faculty or administrative personnel.
 - Such space will always be in offices shared by other emeriti faculty, visiting scientists, etc., associated with the colleges/units occupying the Health Sciences Building.
 - Depending on the space needs of the teaching faculty within the Health Sciences Building in a given year, it may not be possible for non-teaching retirees to be granted office space.
- Emeriti faculty who hold external funding and remain research-active will be considered for shared office space.
- If emeriti faculty are hired to teach part-time, shared office space may be assigned as for all part-time faculty.

DATE APPROVED BY HSDC: April 26, 2021