

Mathison Centre Non-Faculty Office Space Guidelines

General background on space

- The Faculty of Medicine¹ ultimately controls the allocation of space within our Centre.
- Non-faculty office spaces are designated for use by the faculty (Senior Associate Dean Research), allowing the Centre to assign offices.
- These offices can be re-designated for other uses at any time by the faculty and will typically be the first offices taken when a need arises.
- Space allocation will reflect among other considerations the nature of work (for instance need for privacy & confidentiality), FTE status and strategic priorities of the Centre.
- The leadership of the Mathison Centre is responsible for developing strategies and guidelines on the use of space and for reviewing requests for the allocation and use of space within the Mathison Centre footprint.

Non-faculty Office Space Guidelines

1. Non-faculty office space assignments are granted to individuals, not supervisors or laboratories; however, the occupant must be supervised or employed by a full member of the Mathison Centre.
2. Non-faculty office assignments are subject to change, modification or cancellation on short notice.
3. Non-faculty offices are multi-occupancy and may include workstations in a cubicle-based office setting.
4. There are no designated office spaces available for personnel whose work is primarily wet-lab based (graduate students, research associates, lab managers, technicians, etc.).
5. Supervisors must inform the Mathison Centre Director when a trainee assigned an office space is leaving the Mathison Centre or when their status changes (e.g. no longer a trainee).
6. Office spaces are typically allocated within the same building as the supervisor's main research space; however, depending on availability, a space may be offered in any of the buildings within the Mathison Centre footprint.
7. Non-faculty office spaces are allocated at the discretion of the Mathison Centre Director, based generally on the following order of priority:
 - a. Staff scientists
 - b. Visiting professors -- faculty members from other institutions conducting

research with a full member of the Mathison Centre for a period of at least three months

- c. Adjunct/Research professors
- d. Post-graduate fellows:
 - i. *Post-doctoral fellows* who are undertaking research training within the Mathison Centre.
 - ii. *Clinical fellows* who are engaged in research activities within the Mathison Centre
- e. Research staff²:
 - i. *Research Associates* who are undertaking research within the Mathison Centre.
 - ii. *Research coordinators & project managers* who are engaged in research activities within the Mathison Centre

Requests for Mathison Centre Trainee Office Space

Mathison Centre members can submit requests for office space for trainees they are supervising to the Mathison Centre Director via e-mail mathison.centre@ucalgary.ca. The following information should be supplied:

- Name and status (e.g. PDF - year PhD granted) of the individual
- Date of arrival at the Mathison Centre
- Expected date of departure from the Mathison Centre
- Reason an office space is required

1. *In the event of any disparity between this policy and the policy of the CSM, the latter holds.*
2. *Research staff must be at least 0.8 FTE to be considered for the allocation of space. Staff who do not meet the above criteria may be offered shared work spaces on an as is available basis for short periods of time.*

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