

## Mathison Centre Space Guidelines

### PREAMBLE

Space within the Mathison Centre footprint (in the CWPB building 1<sup>st</sup> & 4<sup>th</sup> floors) located within the Foothills Campus at the Cumming School of Medicine is owned by the University of Calgary. While the assignment and use of the Mathison Centre space is ultimately governed by the University of Calgary Space Allocation Policy and the Dean of the Cumming School of Medicine acts as the University's agent in this regard, the Director of the Mathison Centre is responsible for administering the assigned space in alignment to the needs of the Centre.

This document seeks to spell out the overarching guidelines that govern the use and assignment of space at the Mathison Centre

### General principles:

1. The Cumming School of Medicine ultimately governs space within the Mathison Centre.
2. The Director of the Mathison Centre is responsible for assigning space in alignment to the strategic priorities of the Centre.
3. Space assignments are not to be regarded as permanent. In particular, office spaces can be re-designated at short notice for other uses as the need may arise.
4. Periodic reviews and walk-throughs may be conducted to verify occupancy and help inform future space allocation decision making.
5. Occupants agree to abide by these guidelines governing the assignment of space at the Centre.
6. 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.
7. 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

### A. Allocation of office space – Faculty Members:

1. Changes in the allocation of office space require the approval of the Director of the Mathison Centre
2. Only Full Time and Major Clinical faculty members are eligible to be considered for office space: other faculty members may be housed as space is available on the understanding that they may have to be displaced as circumstances change. In general, the hierarchy for office space assignment is:
  - Full Time faculty
  - Major Clinical faculty – those with more than 65% clinical work may have to share offices
  - Adjunct faculty
  - Emeritus professors who continue to have a major role in the Mathison Centre
3. Faculty members are only entitled to one office. Those with an assigned office in an AHS facility or other units are not eligible for another office in the Mathison Centre.

## **B. Allocation of office space – Staff, Trainees & Others:**

1. Staff, trainees and others may be housed as space is available on the understanding that they may have to be displaced as circumstances change. In general, the hierarchy for office space assignment to non-faculty members is:
  - Staff scientists
  - 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
  - Research staff in administrative roles including research coordinators & project managers where an office can be justified
  - Research associates
  - Postdoctoral fellows
  - Graduate students
  - Clinical fellows
2. 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.
3. Changes in allocation of space require the approval of the Director of the Mathison Centre. Space for support staff must be incorporated into all space plans. Support staff space is normally 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.

### **Requests for Mathison Centre Office Space**

Mathison Centre members can submit requests for office space for themselves, their staff, trainees and others they are supervising to the Mathison Centre Director via e-mail [mathison.centre@ucalgary.ca](mailto:mathison.centre@ucalgary.ca).

### **Requests must be submitted at least 6 weeks ahead of the anticipated need for space.**

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

Note that space within the Mathison Centre footprint is fully allocated (January 2023) and no additional/new space expansion is anticipated in the near future. As such, the management of the existing space is a high priority and will impact the growth of existing research teams and future faculty recruitment(s).

1. *In the event of any disparity between this guideline 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 as is available basis for short periods of time.*