

Space Allocation Guidelines			
			28-Jul-06
Category	Space Assignment (SM)	COU Code	Comments
<b>Academic Teaching Staff &amp; Students</b>			
FT Faculty	11.2		Private Office (PO) on window
Sabbaticants Faculty (not on campus)	4		shared office or open space (see note 3.)
Sabbaticants	0		contents boxed and office reassigned
Sessional Lecturers	11.2		shared office, could be interior
FT Research Assistants (RA)	4		shared office or open workstation (WS)
Graduate Students (GA)	4		shared office or WS
Teaching Assistants (TA)	4		shared office or WS
<b>Academic Administrative and Department Space</b>			
Vice-President	23.2		PO
Dean	18.6		PO
Associate Dean/Assistant Dean	14		PO
Associate Vice-Presidents	18.6		PO
Chair/Head/Director/Executive Officer	14		PO
Managers	11.2		PO
Professional staff CPM	11.2		PO
Support staff YUSA	7.4		WS
<b>Administrative Unit</b>			
Vice-President	23.2		PO
Assistant Vice-Presidents	18.6		PO
Directors	14		PO
Senior Executive Officers	14		PO
Executive Officers	14		PO
Administrative Officers	11.2		PO
Professional staff CPM	11.2		PO
Support staff YUSA	7.4		WS

Planning Guidelines:

1. More open office if possible, use of systems furniture to suit as many functions as possible.
2. Shared use of meeting rooms, resource centres and kitchens.
3. Provide retired faculty suite with shared workstations, dedicated storage and lounge areas.
4. Repetition of 11.2 SM office module as much as possible for greater flexibility in organizational changes.