



**Office of Research - Faculty of Education**  
**'Central' Research Space Allocation Guidelines**  
*Version January 16<sup>th</sup>, 2018*

## **Context**

The allocation of general space to Faculties is decided by the University. The Dean oversees the allocation and management of all academic space, and can, and typically will, delegate day-to-day management of the administration of academic space to one or more Associate Deans, and to Department Heads, School and Institute directors. This document is concerned with outlining a set of guiding principles for all 'central' research spaces within the Faculty of Education that are not part of any Departmental space (see appendix A for summary of these research spaces). The Associate Dean for Research (ADR) has oversight for these central spaces; however, the goal of this document is to integrate the input of the Dean's Advisory Committee for Research (DACR) as well as Department Heads<sup>1</sup> in developing a set of guidelines that can be used to inform the allocation and management of central research spaces within the Faculty.

## **Goals**

- To maximize and support the productive use of the Faculty of Education's central research spaces in the Neville Scarfe Building and the Research and Learning Commons within the Ponderosa Commons.
- To define clear criteria to guide the decision-making processes and resulting allocation of central research spaces by the Associate Dean for Research (in consultation with the relevant Department Heads) within the Faculty of Education.
- To ensure that central research space is assigned through a transparent process guided by core principles that are agreed upon by the Dean, Department Heads, and the DACR.

## **Guiding Principles**

- The Dean of Education is ultimately responsible for the allocation of research space to meet the Faculty's strategic priorities and operational goals.
- The Associate Dean for Research (in consultation with Department Heads) will recommend the allocation and re-allocation of central research space to the Dean according to the guidelines outlined in this document.

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<sup>1</sup> The School of Kinesiology has a separate/independent budget to the rest of the Faculty and does not contribute operating costs towards the central research space within the Faculty. As such, this document focuses on access and use of central research space by members from the remaining four departments (ECPS, LLED, EDST, EDCP).

- All centralized (i.e., non-departmental) research space is listed in Appendix A. When space becomes vacant, regardless of the reason, and unless otherwise specified by the Dean, the space vacancy must be communicated to the Associate Dean for Research for re-assignment.
- Space needs are expected to change over the course of a research career or as a result of (a) changes in the nature of a researcher's work, (b) fluctuations in Department/ Faculty growth, and (c) research funding.
- All decisions concerning central research space assignment and re-assignment will be guided by a clearly established and articulated set of indicators [See **Triennial Review Process, below, #3**]. These indicators should reflect the Faculty's mission, goals, and activities.
- It is the responsibility of the Principal Investigator (PI) who has been allocated central research space to provide oversight for the appropriate use of that space for research activities.

### **Process Guiding Requests for Space**

1. Faculty members with a research project or program (including knowledge mobilization activities tied to research) approved by the Dean and the relevant Department Head should be assigned suitable space to carry out their responsibilities. Space may be provided within the respective Department's space portfolio. However, if a request is for the use of 'central research space' (as per appendix A), it must be submitted well in advance of the anticipated time of need and must specify the following:
  - a. Details of the kind of space desired.
  - b. The time period for which the space is required.
  - c. A brief rationale for the request including: funding; projected use of space; and personnel (i.e., numbers of staff, roles; expected hours of work/week) to be assigned to the space.
2. The assignment of space to support a funded project, activity, or program will be time-limited in accordance with the provisions and term of the funding. Generally, consideration for continuing space assignment is contingent on the renewal of funding or reappointment of research staff. During the request for renewal, the space assignment should also be reassessed (i.e., with respect to the rationale).
3. Due diligence should be exercised to avoid space reallocation during temporary interruptions in funding. A temporary interruption of funding may be understandable, provided that the faculty member(s) has/have developed and implemented a sound plan for the continuation of funding within the coming year, and thus the need for research space.
4. All requests for additional (i.e., larger) space must be submitted in writing to the Associate Dean for Research who will work with Department Heads and the Dean to address such matters.
5. To avoid conflicts of interest, requests for central research space submitted by Heads of Department will be overseen by the Associate Dean for Research and the Dean.

6. If space has been provided to a research team or Faculty Centre or Institute, the PI or Centre/Institute Director will be primarily responsible for ensuring that the space is utilized in accordance with the assignment approval. It is acknowledged that assigned space is finite and assignment decisions will need to be made on the basis of Department, Faculty and University priorities with the potential outcome of some space needs not being met.
7. All space assignments may be adjusted on the basis of productivity and competing priorities of the relevant Department, Faculty and University (see Triennial Review Process).

### **Triennial Review Process**

1. Central research space utilization will be reviewed triennially (i.e., every three years) by a committee comprising the Associate Dean for Research and Department/School Heads, with recommendations to the Dean.
2. Triennial review of central research space for currently appointed faculty will include an articulation of:
  - a. The amount and condition of current space assigned, including square footage, configuration and safety issues.
  - b. The number of personnel utilizing the space, including faculty, technicians, graduate and undergraduate research assistants, postdoctoral fellows, and collaborators.
3. The ongoing allocation of central research space for currently appointed faculty will take into account a combination of the following:
  - a. Full usage of the relevant research space.
  - b. Funding: Existing funding and/or promising and compelling applications for funding.
  - c. Indicators of research activity: Recognition of active research as evidenced by the following types of indicators over a two-year average (this is an illustrative not definitive listing):
    - i. Success in obtaining competitive research funding to support the faculty member's research (including knowledge mobilization) endeavours, and which will be used to support the appointment of research staff, graduate and undergraduate research assistants, postdoctoral fellows, and so forth.
    - ii. Publication record of the PI or Centre/Institute Director (and, where applicable, Centre/Institute members).
    - iii. Conference presentations, research seminars.
    - iv. Involvement with collaborators in research efforts both on and off campus.
    - v. Evidence of a national reputation in her/his/their chosen field(s).
    - vi. Outreach and/or knowledge mobilization activities that align with the Faculty and University strategic priorities.
  - d. The projected duration of currently funded projects.
  - e. The identification of planned project renewal, new or expanded projects.
  - f. Anticipated changes in the appointed personnel levels required to support/complete a given research project or relevant research program.

- g. Interest in reconfiguration or an alternative space assignment that may facilitate a new project by relocating all or a portion of the assigned space to a different location, to better support new or ongoing research.
  - h. Proximity to other faculty with similar academic interests and a demonstrated interest and commitment to collaborative scholarship.
  - i. In the case of Faculty 'Centres and Institutes', an evaluation of the overall activities, contribution and impact of the unit in relation to one (or more) Department's core identity, strategic trajectory, and advances in the Faculty's mission.
4. The amount of space previously assigned may be modified based on a combination of factors outlined above.

**These guidelines were approved by the Dean's Advisory Committee for Research (DACR) on March 21<sup>st</sup> 2017.**

**Consultation with Heads of Department/School concluded April 20<sup>th</sup> 2017.**

**This document was updated on January 16<sup>th</sup>, 2018, to reflect a change in the reporting timelines from every two years to every three years (to align with review process for Faculty's Research Centres).**

**Appendix A: Centralized Scarfe and Ponderosa Commons Research Spaces Administered by the Associate Dean for Research (ADR).**

**Research & Learning Commons Ponderosa**

<b>Room</b>	<b>Assigned to</b>	<b>Use</b>
1231	B. Norton	Project
1229	P. Duff	CRCLE
1227	G. Li	CRC
1225	L. Andres	Project
1223	V. Andreotti	CRC
1222	H. Wright	CCIE
1226	K. James	DLC
1228	Butterwick/Taylor	Project

**Scarfe**

<b>Room</b>	<b>Assigned to</b>	<b>Use</b>
305F	T. Clarke	CSTE*
305G	A. Phelan	CSTE*
307A	Visitors used by	CSTE
307B	grad students	CFI
308B	M. Buchanan	CGCT
308C	shared	IECER
304 B	B. Zumbo	Paragon Professorship
2001B	P. Mirenda	CIRCA

\* Note: Drs. Clarke and Phelan do not have a faculty office in their home department. The two CSTE offices serve as both CSTE and faculty office space.