

# Policy

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## RESEARCH SPACE ALLOCATION

**Number:** RI 1

**Classification:** Research and Innovation

**Approving Authority:** Board of Governors,  
on the recommendation of Senate

**Designated Executive Officer:** Vice  
President, Research and Innovation

**Effective Date:** May 2021

**Supersedes:** N/A

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**Associated Procedures:** Research Space Allocation Procedures

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## 1.0 BACKGROUND

Research space is an institutional asset, and is critical to fulfill UNBC's mission and mandate. It must be managed strategically and thoughtfully, like other UNBC assets. Research space must be used efficiently, effectively, and equitably, especially as demand for research space grows, and costs to maintain space increase. Research at UNBC is diverse and space must be available to those who need it regardless of discipline.

## 2.0 PURPOSE

The purpose of this policy, and associated procedures, is to provide clear principles and criteria that guide research space allocation and use of research space. It is intended to optimize the use of research space, and to expedite requests for research space. It also describes the means by which research space is made available at UNBC, and the procedures used to allocate and track research space.

## 3.0 PRINCIPLES

UNBC strongly encourages and promotes the sharing of research space and facilities among research programs with similar needs. Research space allocation procedures and decisions are to be transparent and equitable. Active research programs should be provided space that supports the type of research being undertaken, and is of appropriate scale to the needs.

## 4.0 SCOPE

- 4.1 This policy applies to University of Northern BC space that has research as the primary function, including space at regional campuses. This includes labs, observation rooms, research offices, graduate student offices, recording rooms, space that supports research activities such as meetings and interviews, space dedicated to scholarly activities in the arts, outdoor compounds, and storage. It also includes space for research facilities/infrastructure and research institutes.
- 4.2 This policy applies to faculty and staff of the UNBC, including retired faculty with Adjunct or Professor Emeritus status.

- 4.3 This policy does not apply to the Donald Rix Northern Health Sciences Centre (building 9), as space in that building is allocated by the Division of Medical Sciences.

## 5.0 DEFINITIONS

- 5.1 **Research space** means space that is dedicated to the pursuit of scholarly activities by all members of the Faculty Association, graduate or undergraduate students, and staff.
- 5.2 **Assigned space** means space that is specifically assigned to one or more researchers or students for a specified time period.
- 5.3 **Shared space** means space that is assigned to a group of researchers. This includes collaborative group space and individual assignments based on compatible uses.
- 5.4 **Common space** means space that is available for any researcher to use on an occasional or periodic basis, and is connected with a booking system.
- 5.5 **Blended space** means space that is used for both teaching and research, typically for project-based courses and undergraduate and graduate research.

## 6.0 POLICY

- 6.1 All Research Space is under the control and management of the Vice President, Research and Innovation.
- 6.2 Research Space is to be used and managed for the benefit of the University's research purpose. The Vice President, Research and Innovation reserves the right to use or reallocate research space as required for the University's needs.
- 6.3 The Vice President, Research and Innovation considers the following when making decisions about research space allocation:
- 6.3.1 the type of research being undertaken and the space needed to support the research program;
  - 6.3.2 the type of space needed to store equipment, samples, files and other critical research material safely and securely regardless of the current research activity;
  - 6.3.3 the allocation of shared research space whenever possible to maximize the equitable use of space despite ebbs and flows in individual research programs;

- 6.3.4 the spatial concentration of research programs whenever possible to support mentoring, cohort development and other synergies;
  - 6.3.5 the type of research space assigned matches the intended use of space;
  - 6.3.3 the length of time an application has been unresolved;
  - 6.3.4 the application is unreasonable or a workable solution cannot be found;
- 6.4 All faculty who conduct research should have access to common space to support research-related meetings, participant engagement, and stakeholder consultations, and to enable ramp up of their research programs.
- 6.5 To ensure optimal use, research space is subject to reassessment and reallocation by the Vice-President, Research and Innovation if space is consistently underutilized and a greater need arises.

## 7.0 REPORTING

N/A

## 8.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors, on recommendation from Senate

Designated Executive Officer: Vice President, Research and Innovation

Procedural Authority: Vice President, Research and Innovation

Procedural Officer: Director, Office of Research and Innovation

## 9.0 RELEVANT LEGISLATION

N/A

## 10.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

Office, Research and Storage Space Policy

Retired Faculty – Access to Services and Resources Procedures