

Principles of Allocation of closed office space

1. The CWPH third floor first became available in 2010 and space allocations have since been made in a mindset of plentiful office space. Faculty offices become a very significant long-term space commitment, however, and to ensure sufficient offices for priority allocations, the criteria for office allocation may change from those previously employed. Faculty not assigned office space are encouraged to make use of drop-in offices created for this purpose (see #8).
2. Offices are for faculty members, staff with senior administrative roles (one each for CHS and O'Brien Institute), and staff with senior training roles (in the Public Health and Preventative Medicine residency program, and the graduate training program).
3. Priority will be given to primary CHS appointees who do not have a clinical department affiliation, who have no other options for office space, and where an office on the 3rd floor supports success in their academic appointment.
4. Offices will be assigned to faculty who are cross-appointed in CHS when these faculty are contributing significantly to educational/research initiatives in CHS/O'Brien Institute.
5. It is reasonably expected that all faculty (primary or cross-appointed) will have only one full-time office on the UofC campus/medical campus/AHS facilities associated with the academic health network (as non-exhaustive examples: Foothills Medical Centre, Peter Lougheed Hospital, Rockyview General Hospital, Alberta Children's Hospital, Sheldon Chumir Centre, South Health Campus, and Southport). There may be an occasional exemptions in support of CHS/O'Brien Institute initiatives.
6. When not occupied by faculty, offices may be assigned to individuals or programs affiliated with strategic initiatives: these initiatives may be partnerships (such as external funded training programs), research enterprises (such as team grants/CFI collaborations), or other collaborative work (for example, parts of pan-Alberta initiatives, liaisons with external agencies, etc). The department head/ institute director will be able to discuss the rationale for allocating office space to initiatives, and the following caveats exist:
 - a. Shared occupancy and full-time usage are expected
 - b. Occupants will become part of the CWPH 3rd floor community, and align with operating expectations regarding noise, shared use of common facilities (kitchen, lunchroom, computer lab, photocopiers), etc.
 - c. Given the higher priority of faculty members for enclosed offices, initiatives accept the risk that they may be asked to relocate, with reasonable notice
7. Any modifications of the space (e.g., furnishings, data drops) will be financed by the office occupant and returned to the original state upon move out.
8. Sessional/adjunct faculty, visiting faculty, or local faculty who have a primary office elsewhere will have access to CWPH 3rd floor offices that are designated as 'drop-ins'.

Principles of Allocation of open concept workstations:

Open concept workstations are a scarce resources on CWPB 3rd floor and demand frequently outstrips supply. The following principles of allocation have been developed to support the activities of O'Brien Institute for Public Health and Community Health Sciences members while building a robust and vibrant community of individuals who work on the CWPB 3rd floor. To ensure that space is used effectively, all workstations are expected to be in "full-time" use during University hours. In alignment with the University of Calgary's Hybrid Work Program full-time use is deemed to be three (3) or more days per week.

1. Open concept workstations (workstations) are to support faculty members in the achievement of their academic activities. These spaces may also be assigned to support the research activities within O'Brien Institute, and the educational activities within CHS. Staff and trainees not assigned workstations are encouraged to make use of drop-down cubicle spaces created for this purpose (see **Principles of cubicle space**, below).
2. Allocation of available workstations will be done according to the following criteria:
 - a. Administrative staff supporting faculty/CHS/O'Brien Institute will have priority for workstation allocation.
 - b. Team members/staff of faculty who have office space on the 3rd floor
 - c. Team members/staff of O'Brien Institute for Public Health/Community Health Sciences faculty members
3. Exclusive of the above, workstations may be assigned to strategic initiatives. These initiatives may be partnerships (such as externally funded training programs), research enterprises (such as team grants/CFI collaborations), or other collaborative work (for example, parts of pan-Alberta initiatives, liaisons with external agencies). These allocations will be agreed upon by the department head/institute director.
4. Workstations will be allocated for 1 year, renewable based on demonstrated on-going use.
5. A comprehensive review of space allocation will occur every 6 months and space use will be monitored on an on-going basis. Reasonable evidence that an assigned workstation is not being used full-time or according to the above principles will result in reallocation, with 30 days' notice.
6. To ensure the floor occupancy list is up to date and complies with Health and Safety guidelines, supervisors of staff allocated workstations must provide updated information for all occupants at each bi-yearly review, and must also immediately notify iph@ucalgary.ca of any new occupants. .
7. Vacated workstations will be returned to the 'pool' and assigned according to the criteria above (*i.e.* workstations and associated keys cannot be handed over to or held for a replacement staff member, without consideration of the waiting list). Please see [here](#) for more information, and for the [Workstation Request Form](#).
8. Phones and keys to the lockable cabinets are provided as part of the workstation spaces, whereas computers are not. If phones and keys are not returned upon move out, supervisors will be charged for replacement.
9. Any modifications of the space (e.g., furnishings, data drops) will be financed by the office occupant and returned to the original state upon move out.

Principles of cubicle space:

1. Cubicles are drop-down spaces that can be used in conjunction with the secure locker facilities by students and visitors who are affiliated with the O'Brien Institute for Public Health or Community Health Sciences. Computers and phones are not included in these first-come-first-serve spaces.