

# **Brandon University Space Allocation on Campus An Administrative Policy**

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## **Purpose**

To ensure that a fair and equitable process is used to allocate space on campus that reflects the priorities of the University and respects the autonomy of each budget unit.

## **Responsibility**

In accordance with the Brandon University Act of the Province of Manitoba, Articles 12(1), 12(2)(d), 12(2)(t), 13, 24(a), and 24(e), the responsibility for the administration (including allocation) of space on campus rests, ultimately, with the Board of Governors, which may delegate that responsibility to the administration of the University. The Vice-President (Administration & Finance) is responsible for the general administration of this policy. Specific space administration is sub-delegated to the budget unit head responsible for the program operated in the space. The Director, Physical Plant, administers spaces not currently allocated for specific programs by the VP (A&F). Disputes over space allocation that cannot be resolved by the VP (A&F) are referred to the President's Advisory Group (PAG) and determined by the President.

Allocations of space for interdisciplinary purposes, for purposes to be operated in buildings other than the one administered by the responsible budget unit head, large events involving more than one building and general institutional requirements will be drafted by the VP (A&F) and approved by PAG for both space allocation and administrative responsibility.

## **Relative Priorities**

All space on campus is regarded as an institutional, not a unit, resource. All approved programs and activities must be provided adequate space within available resources; however, allocations of a particular space may change from time to time. All uses must conform to building code and fire code regulations. Space allocated to a specific program must continue to be "substantially used" to be retained by that program as determined by the percentage of time the space is used and considering any specialized uses that may require dedicated space. The use of campus space will be reviewed regularly to ensure effective allocation and to meet emerging needs.

With the above proviso, space is allocated considering such factors as the following:

- Academic purposes before administrative purposes
- Teaching purposes before research purposes
- Involvement of external research grants
- Core programs before non-core programs
- Classrooms before offices
- Programs generally resident in the building before programs resident elsewhere
- Programs generally resident in the building before community-based programs
- Use by regular employees before use by casual employees
- Use by regular employees before use by emeritus individuals
- Use for active purposes before use as storage
- Relationship to University priorities and plans
- Relationship to Unit priorities and plans

- Proximity to associated programs and general traffic flow within required time frames
- Requirements for high, on-campus traffic flow and access
- Requirements for high, off-campus public traffic flow
- Ability to accommodate specialized needs of occupants in the space
- Long-term needs before short-term needs

Approved by the President's Advisory Group  
October 18, 2000  
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