

FACULTY OF LAW

Guidelines on Office Allocations in the Faculty of Law at Allard Hall

Purpose: To ensure that space is allocated equitably across the Faculty of Law.

Process: The Dean allocates space in consultation with the Associate Dean Academic, Associate Dean Graduate and Research, the Assistant Dean Finance and Administration, and the Faculty's Administrator.

Principles: The Dean has the obligation to assign or reassign space in the Faculty to meet the needs of the Faculty. These needs include course preparation, meeting with students, research, administration, the provision of student services, and the protection of confidential documents.

Office assignments are available for faculty, research associates, postdoctoral fellows, staff, and visiting scholars meeting certain criteria.

Students should not be assigned office space in the faculty/staff office wing. Students meeting specific criteria, e.g., teaching courses, may be assigned offices in the research suite.

The Dean will consider a faculty member's level of priority in the original building lottery, along with other factors relevant to the Faculty's mission, in reassigning offices for the first five years in the new building.

Allocation Guidelines:

Faculty Members:

- Full-time faculty members (not on leave) will be assigned a dedicated office consistent with the expectation that faculty members will occupy their offices on a full-time basis.
 - Faculty members who are away from UBC for study leave may be asked to share their office with another faculty member or visitor.
 - Faculty members on extended secondment outside the Faculty will have offices reassigned to them on their return to the Faculty.
 - Offices may be reassigned where necessary to ensure that office space is being used to carry out teaching, research and service activities.
- Part-time faculty members may be asked to share office space.
- Emeritus faculty members will be assigned shared office space where available with priority given to faculty who are teaching or engaged in active research projects in a given academic term.

Staff Members:

- Full-time Management and Professional staff will be assigned dedicated or shared office space based on the requirements of their positions, including any particular need for confidentiality. Where other factors are equal, seniority may be considered.
- Part-time staff members may be allocated shared office space.
- Secretarial/clerical staff will occupy centralized workstations.
- Non-management staff may be assigned office space where required by job duties, including the need for confidentiality. As an example, the Dean's secretary is given office space due to confidential records and matters.
- Staff members who access their offices fewer than 3 days per week (i.e., 60%) may be assigned a shared office.
- Staff offices may be reassigned where required, e.g., to temporary staff carrying out a staff member's duties while that staff member is away on leave.

Research Associates:

- Research associates may be offered solo or shared office space in the research suite or the faculty wing, with the nature of the office space depending on job duties and the availability of space.

Post-doctoral Fellows:

- Post-docs will ordinarily be offered solo or shared space in the research suite.

Visiting Scholars:

- Visiting scholars who teach a course may be offered a solo or shared office in the faculty wing to facilitate contact with other faculty and students.
- Visiting scholars who enroll in the Faculty Visitors office plan under which they pay fees will be offered shared office space in the research wing.
- Faculty members may request single or shared office space for non-teaching and non-paying visiting scholars where that visitor is collaborating directly with the faculty member on a research project or where the visitor is contributing directly in some other capacity (local conference co-convenor, for example) to the life of the Law Faculty.

Visiting Judges:

- Visiting judges under the Canadian Judicial Council study leave program may have access to an independent office based on the discretion of the Dean.

Procedural Guidelines

- **Requests:** Notices about faculty office vacancies will be distributed periodically. Faculty members interested in moving to a vacant office should submit a request via email to the Faculty Administrator.
- **Timing:** Absent special circumstances, office moves will be scheduled to occur during the spring/summer months (May-July).
- **Furniture:** Please note that any furniture that is fixed to the wall will not be removed, nor will additional furniture be affixed to the walls. Each office must have the minimum furniture after the move: a desk, task chair, visitor chair, 2 bookshelves, and a filing cabinet.