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**DIRECTIVE**  
**ON THE**  
**ALLOCATION**  
**OF**  
**UNIVERSITY SPACE**

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SEPTEMBER 2021  
[REV 1 – JANUARY 2023]

## DIRECTIVE ON THE ALLOCATION OF UNIVERSITY SPACE

### 1. PURPOSE

The purpose of this



“Space Use” refers to categories established by the Quebec Ministry of Education – *‘Ministère de l’Éducation, de l’Enseignement supérieur et de la Recherche’ (MES)*. Use(s) of rooms are identified by:

the categories used for annual government space reporting submissions – *‘Système d’information sur les locaux des universités’ (SILU)*, version 8.0, July 2015, and the space norm categories defined by *MES* in its document *‘Cadre normatif des investissements universitaires’*, September 2003 (with latest amendments).

### **3. AUTHORITY, ROLES AND RESPONSIBILITIES**

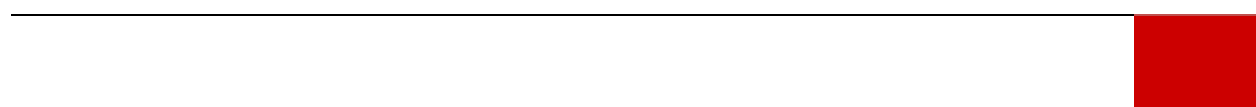
#### **VICE-PRINCIPAL (ADMINISTRATION AND FINANCE) & PROVOST AND VICE-PRINCIPAL (ACADEMIC)**

The Vice-Principal (Administration and Finance) and Provost and Vice-Principal (Academic) have joint final authority to approve, deny, modify or attach conditions to allocation requests, as well as to intervene in the current allocation of University Space.

The Vice-Principal (Administration and Finance) and Provost and Vice-Principal (Academic) may independently consult with relevant stakeholders in the exercise of this authority.

#### **DIRECTOR, CAMPUS PLANNING AND DEVELOPMENT**

The Vice-Principal (Administration and Finance) and Provost and Vice-Principal (Academic) delegate responsibility to the Director, Campus Planning and Development, for the



## **CAMPUS PLANNING AND DEVELOPMENT**

Campus Planning and Development, under leadership of the Director, owns and manages the Space Allocation Process and related Space Inventory System, working closely with the Space Management Coordinators to be designated by each University Unit.

### **SPACE MANAGEMENT COORDINATOR**

The Dean, Director or Head of a University Unit shall designate a Space Management Coordinator who is responsible for managing the Unit's allocated space and coordinating with Campus Planning and Development in the Space Allocation Process, including in the collection and management of data for the related Space Inventory System.

## **4. SPACE ALLOCATION**

### **4.1 PRINCIPLES**

University Space is a resource and is allocated to University Units based on an assessment that considers University priorities, program needs, cost, available alternatives, and benefits, as well as the historical, architectural and other related significance of a University Space.

The environment and the health and safety of members of the McGill Community are paramount and supersede all other considerations in the allocation of University Space.

Academic



the decision to appoint or hire new academic, research, or administrative staff  
the inception of construction and renovation projects

University Units may (re)assign their allocated University Space within a given Space Use category to Unit constituents, but shall do so based on an assessment that also considers the principles described above, and that complies with the Space Allocation Process described below.

#### **4.2 SPACE ALLOCATION PROCESS**

All space requests must be submitted to Unit-appropriate Space Management Coordinators who shall process requests and determine whether they are “Routine” or “Complex”.

##### ***ROUTINE SPACE REQUEST***

A Routine Space Request involves a new or modified requirement for an existing University Unit and may be resolved through (re)assignment of space within a Unit’s existing space allocation within a given Space Use category. University Units are authorized to approve routine requests without higher review or approval and must track and report resulting changes to Campus Planning and Development.

The Space Management





## **5. SPACE MONITORING**

Space monitoring is key to the development and management of a Space Inventory System.

### **5.1 UNIVERSITY SPACE VERIFICATIONS**

The Space Management Coordinator shall conduct regular verifications and reporting of their Unit's existing space allocation in terms of occupancy and use to Campus Planning and Development.

**5.2**

**5.1**



## 6. REVIEW

This directive shall be reviewed periodically, or at the request of the Vice-Principal (Administration and Finance) and Provost and Vice-Principal (Academic), by Campus

