

Number:	ADM-117
Title:	University Spaces
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	February 28, 2018
Approved:	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

The purpose of this regulation is to ensure sound management of space within the University.

2. Regulation

The University owns all premises and has the obligation to provide the student population, faculty and administrative personnel adequate space to carry out authorized university activities. To this end, it assigns certain spaces to academic and administrative units and entrusts them with their use and management. The University can, however, reclaim and reassign space as it deems necessary in order to respond to evolving needs and new priorities.

2.1 Management of University premises

Space is managed by the Vice-Rector, Administration (VRA). Based on factors such as enrollment, number of faculty, provincial criteria for space allocation, the VRA evaluates the current use of space by the various units, analyzes space requests and makes reallocations accordingly. In a major reallocation, the Executive Committee will make the final decision.

Classrooms and seminar rooms are a central resource administered by the Office of Admissions, Registrar and Student Services who maintains an inventory of the space utilization.

Facilities Services maintains an up-to-date general inventory of university spaces, as well as a plan for their space utilization.

The spaces assigned to academic and administrative units for their activities cannot be reassigned by them to a third party (association, person, business, related company, etc.) whether rent is required or not. Only the VRA may grant space to others. Normally, third parties will be required to pay market-value rent.

2.2 Distribution of space to Faculty

The following general guidelines apply to various categories of faculty members, with the following distribution being considered as the maximum offered:

- regular or contractual full-time Professors: one private office;
- emeritus Professors: one private office or shared office, subject to available space;
- part-time Professors: a shared office;
- visiting Professors, Senior Fellow, Adjunct Professor and Postdoctoral Fellow: a private office or a shared office, subject to available space.

2.3 Release of office space during an administrative appointment or during a leave period

It is understood that the release of an office during an extended leave will apply if the Dean can show that the office is needed by the Faculty.

As a general rule, no professor can have two offices, regardless of the administrative position he occupies.

2.4 Relocation and storage

To facilitate the implementation of these general guidelines, the University employs an efficient and reliable transportation and storage system. When an office must be released, the occupant of the office will be asked to pack his personal effects and fragile items. Special containers will be furnished for this purpose.