Policies:

1. All space is held by the Department of Psychology on behalf of the University of Calgary.
2. The Department values a climate of equity and inclusiveness in which Department space is a shared resource and in which decisions regarding the allocation of space are based on the assessment of multiple considerations. Whenever possible, the Department seeks to share space (particularly research space) and creative solutions that maximize the use of space between two or more individuals.
3. The Department is committed to preserving spaces (including but not limited to research spaces) that are open for use by all Department members and can be booked through the Department on a temporary, as-needed basis, including short-term ongoing bookings, normally not to exceed a single academic term.
4. The Department values community and seeks to allocate spaces in ways that recognize that faculty (both current and emeritus), post-docs, students (graduate and undergraduate), and support staff are valued and respected members of this community with important contributions to make to the Department.
5. The Department recognizes that different members of our community have different stakes in allocation of space in light of the duration of time for which they are likely to need space in the department (e.g., faculty members may require space for decades whereas visiting scholars typically need space for less than a year).
6. Priority will be given to providing suitable workspace for faculty, staff, and graduate students. This includes research and meeting space, with teaching space for scheduled courses treated as the lowest priority. Suitable workspace is defined as providing good air quality, access to natural light if possible (directly or indirectly), workstations at least comparable to university specifications, furniture as needed, and data ports.
7. Faculty offices will normally be located outside of research labs to facilitate student access.
8. If deemed necessary, any faculty member must be willing to give up their office during an extended leave (i.e., leaves of one or more consecutive terms).
9. Sessional instructors will be provided with a space containing a shared workstation suitable for meeting with students during office hours and to use immediately before and after class.
10. Faculty members must provide graduate students with workstations within their labs or assigned space where possible. Shared space for graduate students outside of research labs may be provided by the Department when available.

11. All graduate students in the Department of Psychology, with the exception of Clinical students who are on internship and students who are accommodated in a supervisor’s lab located in another unit (e.g., the Faculty of Medicine), will be provided with a workstation for research and study purposes.

**Procedures:**

1. Decisions regarding space allocation, re-allocation, and planning rest with the Head
2. The Associate Head will have delegated responsibility for making recommendations regarding space allocation, re-allocation, and planning, including the sharing of space, and will maintain an inventory of department space.
3. The Department will review research space allocation every 3 years to evaluate usage and possible re-allocation. The evaluation criteria will include evidence of research funding or adequate resources to complete the research, supervision of graduate students or undergraduate students completing thesis work, and the space requirements for specific projects or programs of research.
4. Faculty members can request additional space for research and can return unused space to the departmental pool for re-allocation or shared use.
5. The department will provide some bookable research spaces for use by faculty and students (undergraduate and graduate) on an as-needed basis.

**Criteria for allocation of laboratory and non-staff office space:**

In the event of competing requests/needs for space or when new space becomes available (e.g., after a retirement, during an extended leave), space will be allocated according to the following criteria:

1. Need (top priority granted to faculty members who do not have space)
2. Seniority (i.e., length of time in the Department)
3. Rank (see below)
4. Other
   a. Currently allocated space is insufficient to the individual’s needs (i.e., need for additional space(s))
   b. “Fit” with respect to current space (i.e., currently allocated space is a poor fit for the individual’s needs along dimensions other than size) or available space (an alternative space fits the individual’s needs better than their current space)
   c. Lack of continuity in allocated space (e.g., an individual’s office or lab has been moved more than once due to situations outside their control)
   d. Proximity to colleagues
Priority given to members of the Department in allocating laboratory and non-staff office space:

1. Current faculty
2. Graduate students
3. Post-doctoral fellows
4. Emeritus professors
5. Visiting scholars

Waiting List

We acknowledge that department members may wish to change their space(s). Although this is not always possible, individuals who wish to request a change in lab or office space are encouraged to submit their request, in writing, to the Associate Head, who will keep an electronic record of all such requests and the order in which they were received. If the department member has documentation that would justify the change (e.g., a funded grant that requires additional space to complete research activities), they are encouraged to submit this with their request. When space becomes available, the Associate Head will consult this list and, in consultation with the Head, make efforts to accommodate requests.