

**Policy Title:** Ayamdigut Campus Space Allocation  
**Policy Approver:** President's Office  
**Policy Holder:** Facilities and Equipment  
**Category:** Operational  
**Original Date:** September 2015  
**Last Revised:** December 2017  
**Next Review:** September 2020

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## Policy Statement

Space within Ayamdigut Campus will be allocated in a manner that recognizes student learning and instruction as the primary focus of the institution, as well as the requirement to provide students, staff and faculty with the space they need to carry out their work. Instructional and non-instructional space will be assigned in accordance with this policy, in order to maintain a healthy campus environment for students, faculty and staff.

## Approval Statement

With the consent of the Senior Executive Committee and approval of the President of Yukon College, this policy is hereby deemed in effect the 13<sup>th</sup> day of December, 2017.

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President, Yukon College

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Date

## 1. Purpose of Policy

In order to address existing and future space needs, the University must effectively analyze and evaluate space-related requests and must follow a transparent and equitable decision-making process. These procedural documents are included as appendices to this policy.

## 2. Governing Legislation and Relevant Documents

Board of Governors Policy #3: Yukon University President Responsibilities.

“The President shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics or in contravention of our statement of ends.”

Yukon University Act

Yukon University Strategic Directions

Administrative Services Policies

Yukon University Master Land Use Plan

Yukon University Space Standards and Allocation Guidelines

Terms of Reference for the Space Committee

Space Committee Annual Planning Cycle

## 3. Scope

This policy applies to all members of the University Community, including staff, faculty, students and visiting contractors.

## 4. Definitions

See Appendix A for a list of terms and definitions used in this policy.

### 5. Guiding Principles

Space-related decisions will be made following the procedures outlined in the Terms of Reference for the Space Committee, and in accordance with the guiding principles below:

1. Yukon University seeks to provide collaborative and flexible spaces required to:
  - a. provide high quality teaching, learning and research environments;
  - b. deliver high quality administrative and support services;
  - c. enhance student experience and learning outcomes;
  - d. achieve space optimization; and
  - e. maximize space utilization
2. Space is a finite central resource. All spaces in the University are held in common trust and will be allocated and reallocated to best meet the changing needs of the institution.
3. No department or individual will hold ownership of space within the institution. However, the advantages of assigning continuous space for accreditation requirements and/or program needs will be taken into account.
4. Space will be allocated in keeping with the University's Strategic Plan and Master Land Use Plan.
5. The Space Committee will be the decision-making body in matters related to space, except when a proposal is of such magnitude or potential public or political impact that it requires the input of the Senior Executive Committee. See separate *Terms of Reference for the Space Committee* for detail.
6. In exceptional circumstances, the President may reallocate space that is underutilized or required to address an important institutional priority or strategic goal, without prior consultation with the Space Committee.

7. When assigning or reassigning space, primary consideration will be given to the learning needs of students, and to enhancement of the overall student experience.
8. Yukon University will research and apply best practice planning processes in order to be able to anticipate and accommodate future growth, and to take advantage of unforeseen opportunities.
9. Space-related proposals and decisions will be communicated clearly and expeditiously to all affected departments and individuals in accordance with *Terms of Reference for the Space Committee*.
10. Wherever possible, consultation with affected individuals will occur prior to decision-making.
11. As per AP-01 Emeritus Faculty Appointments 'Emeritus award recipients are not entitled to office space or telephones.'
12. No staff member will be allocated more than one dedicated workspace, irrespective of the number of roles performed.
13. Upon retirement or resignation, staff must relinquish allocated space. Retired staff do not have an entitlement to space. If a member of staff retires, the Dean or Director of that area shall bring a proposal forward to the Space Committee for reallocation of that space. In non-academic areas this will usually be the successor for that position.
14. If a Dean or Director wishes to move specific individuals between spaces within their department, without having a budget, space or personnel impact on any other department, this will be brought to the Space Committee prior to the move as an information item only and will usually pass without dispute.
15. When making decisions on allocating space, consideration will be given to the above guidelines, as well as to the following criteria:

- a. Yukon University Space Standards and Allocation Guidelines
- b. Demonstrated number of hours for which space is required. Part-time staff may be required to share a workstation.
- c. Accessibility requirements.
- d. Nature of work performed by staff member, e.g. private counseling. online instruction.
- e. Specific work or functions performed in that space (e.g. Trades/CNIM/YRC).
- f. Proximity to required resources.
- g. Impact on student learning space and/or other departments/individuals.
- h. Budgetary/capital planning impact.

## 6. Other Related and/or Accompanying Documents

Space Request Form

Approved Space Move Checklist

Appendix A – Definition of Terms

Addendum A – Policy Communication Checklist

## APPENDIX A – DEFINITION OF TERMS:

**Policy Holder:** A member of staff (normally senior management) with responsibility for an administrative or operational policy.

**Administrative and Operational Policies:** Those policies approved by the President, which provide the parameters within which the Board Policies are to be implemented. The Board of Governors has delegated this approval authority to the President.

**Board Policy:** These are the policies created by the Yukon University Board of Governors to define the mission, goals and objectives of the University. They also: 1. Place limitations upon the President and staff 2. Define the manner in which the Board connects with staff, and 3. Define the governing processes of the Board itself. The work of the Board has the authority of the University Act.

**Senior Executive Committee (SEC):** The President, the Vice-Presidents, Deans, Directors and Registrar.

**SEC Lead:** The SEC member who has approved a proposal or recommendation to come forward to the Space Committee, and who will be involved in any required consultation, as well as communication of the decision and any action required as a result of that decision.

**Master Land Use Plan:** This is a document identifying potential future growth and development for Ayamdigut Campus, based on the long-term institutional goals and priorities as outlined in the Strategic Plan for Yukon University.

**Terms of Reference for the Space Committee:** This is a document that outlines the purpose, composition and procedures in order to guide the Space Committee in decision-making and communication. The document can be found on the Student & Infrastructure Support portal page or by request to the Director, Student & Infrastructure Support or Integrated Business Manager.

## Addendum A - Policy Communication Checklist

Policy Name: Space Allocation

Number: FE -15.0

Submitted by: Colleen Wirth

List those consulted with in preparation of this policy:

Name	Department	Date
Space Committee	Multiple	14 August 2015
SEC	Multiple	2 September 2015
Space Committee	Multiple	12 October 2017

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC draft	October 2017	Y	
Student Union	N/A		
Employee's Union	November 2017	Y	
Occupational Health and Safety	N/A		
Academic Council	N/A		
Board or a Board subcommittee	N/A		
YC Staff	November 2017	Y	
SEC for Final Review	December 2017		

Version: December 2017

Original Date: September 2015

Next Review: September 2020

Policy Holder: Student and Infrastructure Support

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Revised: Jan 2026 (code change from SS 15.0 to FE 15.0)

Revised:

Revised:

Revised: