



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

**Space Allocation Policy**

August 18, 2023 *(Approved by the President)*

To request an official copy of this policy, contact:

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**UNIVERSITY OF ST. MICHAEL'S COLLEGE**  
**Space Allocation Policy**

**Overview**

Space is a precious resource of the campus. Therefore, decisions on allocation and utilization of space must be made strategically and in alignment with the academic priorities of USMC. While there are many stakeholders that make up the fabric of USMC, our students are our most important consideration and guide all decisions relating to the efficient and effective use of space.

Space includes teaching spaces, research spaces, student spaces (library/study areas), administrative offices, conference rooms, meeting spaces, and workstations.

**Guiding Principles**

Space is university property and will be allocated optimally and in a manner that advances the University's mission. All space is subject to assignment and reassignment by the Bursar (in consultation with the President) and, therefore, the functional use of any space may not be changed without written approval. This applies to space at the Pontifical Institute of Mediaeval Studies (PIMS).

When requesting additional space, the department head is responsible for demonstrating that emerging space needs cannot be met within the unit's current space allocation. Requests for additional space will be considered only after a formal review by Facilities Management confirms that the space request cannot reasonably be met within the existing space allocated to the unit.

Space is a scarce resource that must be allocated in accordance with the academic priorities of the University, rather than solely in response to the constituent needs of an individual unit.

The Bursar's Office will periodically assess how space is allocated to specific units. Space allocation studies will be used as a management and planning tool for assessing space use efficiency.

Space allocations are based on operational requirements and demonstrated need, rather than on position, title, or historical precedent.

Space allocations are not considered permanent and are subject to change.

Vacant or underutilized space will be reclaimed and reallocated or repurposed under the authority of the Bursar (in consultation with the President), following appropriate notice and consultation. Upon vacating the space, the former occupant is responsible for ensuring that the space is cleared of any equipment, files, and other materials.

No individual will have more than one office space on campus.

**The following space standards will be adopted at the University:**

Space will only be allocated to faculty and staff that receive remuneration from USMC or PIMS. Exceptions may be made by the approval of the Bursar.

Private office (subject to availability): Department heads, full-time faculty

Shared office (subject to availability): Full-time staff, part-time faculty, visiting faculty, teaching assistants, fellows

Workstation: Full-time staff, part-time staff, part-time faculty, volunteers, work study students

Emeritus professors, clergy, and any other category not mentioned above will be considered upon special request.

**Space Allocation Process**

1. All space requests are to be made online: <https://forms.office.com/r/SFfuw1LctY>
2. The requester must establish that the emerging space needs cannot be met within its current space allocation.
3. Requests for additional space will be considered by the Bursar's Office only after it has been determined that they cannot reasonably be met within the existing space allocated to the unit/department. Not all requests for additional space will be able to be accommodated.