Memo

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To**:** All Deans’ Offices, Associate Deans, Faculty Executive Officers, Facilities Management Offices

From**:** Leanne De Filippis, Interim Executive Director, Faculty Relations

Date**:** July 5, 2019

Subject**:** Office Space Reallocation Guidelines

**Guiding Principles**

York University is committed to respect the individual needs of its faculty members and will always try to balance those needs with the academic priorities, research initiatives, as well as other factors that are impacting space plans and space allocations.

It is acknowledged that office space allocated to faculty members and librarians/archivists may be subject to change over time.

Should the University need to reassign office space, it will provide faculty members advance written notice of at least eight (8) weeks. Such notice shall include information on the timing of the move, the proposed location to which the faculty member will be moving, and information on who to contact in order to address concerns, including specific individual accessibility concerns arising from the move. To the extent possible, the University will attempt to minimize disruptions by scheduling moves outside of peak academic periods.

It is acknowledged that there are exceptional circumstances which might preclude the University from providing the advance notice stated above such as: moves necessitated by emergency, and other circumstances outside of the University’s control.

Consideration will be given to desired adjacencies (i.e. proximity to department offices, collaborators) and consultation with the faculty member will occur when time and circumstances allow for it, however it is understood that the final decision rests with the Employer. Faculty members’ offices will normally remain located within their departments/programs, unless they elect otherwise[[1]](#footnote-1).

**Support**

Faculty members and librarians/archivists who have received notice of a change in their office allocation will be provided with access to moving supplies.

Upon request from the academic unit, if the faculty member wishes to avail themselves of the services, CSBO can assist with transporting the boxes and equipment to the new office space. Packing and unpacking support will be available to all faculty members, but it will be prioritized to meet the needs of those individuals with workplace accommodations related requirements.

Arrangements will be made with the Telecommunications Office to transfer any pre-existing office line extensions from a former office to the new location, or to facilitate new phone equipment and new office line if required. Efforts will be made to minimize disruptions and delay in service.

Similarly, arrangements will be made with UIT or the Faculty’s internal IT services (where applicable) to relocate pre-existing computing devices from the former office and to reconfigure to the new local printer network. Faculty members will not be required to vacate their former office until the new office space is available and – to the extent possible - equipped with functioning adequate technological services (including internet access, printing, copying, etc.). In the rare circumstances where the faculty member has vacated their office and the new office space is not available, the Faculty will provide access to shared space.

Office spaces will be reasonably clean prior to a faculty member being required to move in.

**Minimum Office Standards**

Office space will be substantiated on the basis of assignable square footage standards.

Standard office furniture is inclusive of one workstation/desk, one filing cabinet, one desk chair, one guest chair and shelving as per the University standard.

1. This particular aspect does not apply to librarians and archivists in the Libraries. [↑](#footnote-ref-1)