



## HIGHLY QUALIFIED PERSONNEL (HQP) SHARED OFFICE SPACE POLICY AND PROCEDURES

### Purpose

It is the goal of the University of Saskatchewan (USask) Health Sciences to maximize the use of all space within the Health Sciences Building while simultaneously supporting Highly Qualified Personnel (HQP) in their roles as learners and future researchers.

### Background

The USask Health Sciences, in consultation with the Health Sciences Space Committee(s), is responsible for the day to day administration of all space in the Health Sciences Building and for any changes in space allocation or policy. The Health Sciences has final approval on all space allocations, including office space allocations for HQP (which includes graduate students, postdoctoral fellow, research scientists, and other technical/specialized research personnel) in the Health Sciences Building.

### *Definitions of HQP, Research Personnel, and the Hoteling Concept*

#### **Trainee**

A graduate student enrolled in a thesis-based Master's or PhD program.

#### **Postdoctoral Fellow (PDF)**

A trainee who holds a Postdoctoral Fellowship (*Postdoctoral Fellows Policy*, 2004).

#### **Research Personnel**

An individual who holds an appointment as a Research Associate or Research Scientist as defined in the *Classification Guidelines for Research Funded Positions* by People and Resources at the University of Saskatchewan. Research Associates/Scientists typically hold a PhD and have experience beyond the doctoral level.

#### **Research Support Staff and Specialists**

This category includes individuals who hold appointments as any of the following (as defined in the *Classification Guidelines for Research Funded Positions*):

- Research Support Staff
  - (Phases 1 to 6 including titles such as Research Clerical Assistant, or Research Technician)
- Research Specialists
  - (Phase 1, 2, or 3 including titles such as Research Assistant, Research Officer, and/or Research Associate)

#### **Hoteling Concept**

- Hoteling is when students, who are regularly on campus, are assigned a locker to securely store their belongings while at USask. These students are allowed to use any desk available within one or more of the HQP shared offices that have been identified by the Health Sciences.

## Policy

### *Trainees, PDFs, and Research Personnel*

- Trainees, PDFs, and Research Personnel will be allocated shared or hoteling office space based on their needs and the type of research they are involved in (e.g., wet bench research vs dry lab/social science research).
- Every attempt will be made to provide offices in close proximity to the lab or research cluster in which they work; however, given that there is a finite amount of space, this may not always be possible (see *Time in program vs proximity to labs*, below).
- HQP personnel from wet bench labs will be assigned a desk and locker in a shared office in the B- or D-Wing, based on their need to be in the building greater than 50 per cent of the time weekly.
- HQP shared offices in E-Wing are all based on the hoteling concept.
- **NOTE:** If, at any point, the current space is not enough to meet the demands for the number of HQP applying, the Health Sciences will look to other options to accommodate everyone. This includes hoteling in the HQP offices.

### *Wet Bench (B- and D-Wing Labs) Research Support Staff and Research Specialists*

- Wet Bench (B- and D-Wing Labs) research support staff/research specialists are not eligible for assigned office/desk space unless there are unusual circumstances (e.g. all of their work takes place outside the wet bench laboratory using computers for data analysis) and only if space is available for the required time.
  - Research technicians have shared desk space available for their use in each of the lab manager offices located on Ground, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors of D-Wing.
  - Please contact the respective lab managers for gaining access to these offices.

### *Dry Lab, Social Science Research Support Staff, and Research Specialists*

- Personnel in this category who work *50 per cent or more* in the Health Sciences Building on a weekly basis will be assigned shared office space that will be in larger, open office spaces or multi-person shared offices, depending on the position's requirements.
- Personnel in this category who work *less than 50 per cent* on a weekly basis in the building but require touch down space when they are in the building will be provided with access to one or more touch down shared office spaces that will provide a secure shared space during the time they are on campus.
  - Desks are not assignable and are on a first-come, first-served basis.
- Position requirements will determine how the Health Sciences assigns space and each decision may be unique.

### **Summer Students (Professional Program and Undergraduates), and Undergraduate Project/Honours Students**

- Students in this category are not eligible for assigned office space.
- When required and available, lockers will be provided — either in the lab or in proximity — for students to securely store materials during their time working on their research project.
  - To request access to lockers, students are advised to contact their cluster lab manager or the Health Sciences office.

### **Time in program vs proximity to labs**

- The recommended times in program for graduate students, as stipulated by the College of Graduate and Postdoctoral Studies (CGPS) will be used to assist in assigning office space for graduate students:
  - Two years for MSc
  - Four years for MSc to PhD transfer
  - Three years for PhD
- At the end of their recommended time in program, students who have not completed their program *may* be moved to a location less proximal to the laboratory in order to make room for incoming HQPs requiring proximity to the lab.

### **Procedure**

- Applications for shared office space for HQP must be made **by the supervisor or designate** by completing the application form found at the USask Health Sciences website (<http://healthsciences.usask.ca/>).
  - **Note:** All graduate students and PDFs must be enrolled through the College of Graduate and Postdoctoral Studies to be eligible for office space and must have a USask NSID in order to apply.
- To facilitate the management of the HQP shared space, the Health Sciences will review office assignments regularly and will make changes in space assignments to best meet the needs of all research clusters and to maximize the efficient use of space.
  - When space becomes available at any time, the Health Sciences will review the space assignments of the HQP offices. Assignment decisions involving vacated spaces will be based on program start dates and the following prioritized questions:
    - 1) Would the vacated space fulfill the need of a current HQP who is located at a distance from his/her laboratory and needs to be closer?
    - 2) Is the vacated space shared by other HQP from the same cluster/supervisor as a current HQP who is located at a distance from his/her laboratory and needs to be closer?
    - 3) Would the vacated space fulfill the need of a new HQP who requires close proximity to his/her laboratory?