

Policy History
<b>Policy No.</b> BP7
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> May 20, 2015

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## University Space Policy

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### A. CONTEXT AND PURPOSE

#### 1. Context

- a. KPU operates in a dynamic environment of changing student demographics, evolving technology and pedagogy, and growing demands for applied research and community engagement. The result is a near constant state of change as KPU responds, often quickly, to new opportunities.
- b. KPU's physical space enhances its institutional reputation, impacts student recruitment and retention, and affects internal and external interactions.
- c. Innovative new programs and initiatives, support services, enrollment growth and demands for increased productivity and accountability, are creating tremendous demand for space. This demand is expected to grow.
- d. To meet current and future space needs, KPU requires a forwarding thinking policy that anticipates the university's growth while recognizing the potential and limitations of its space.

#### 2. Purpose

- a. The purpose of this document is to establish policy and procedure to provide the basis for the coordinated, efficient, flexible and accountable stewardship of space in a manner that supports:
  - i. Evolving concepts of teaching and learning.
  - ii. Evolving learner needs.
  - iii. Participation in research and scholarship.
  - iv. Community engagement and the development of global citizenship and cultural sensitivity.
  - v. Achievement of the goals of the university in a manner that is consistent with KPU's mission, vision and values.

## **B. SCOPE AND LIMITS**

### 1. Scope

- a. All space, buildings and land are owned by KPU, not by its component academic and service units.

### 2. Limits

- a. This policy covers all space owned or leased by KPU that is used by KPU's students, faculty and staff.
- b. This policy does not cover activities that occur on space not owned or leased by KPU, even if the space is being used by KPU's students, faculty or staff.
- c. Space used by KPU in partnership with other organizations, may be covered by this policy.

## **C. STATEMENT OF POLICY PRINCIPLES**

1. Space is a vital and dynamic, but finite and costly, resource that is critical to achieve KPU's mission, vision and goals.
2. Functionality of space, balanced with flexibility and adaptability, is important to address and meet a wide range of current needs and future opportunities without making major modifications.
3. All KPU employees have a responsibility to use space in a cooperative manner that will facilitate the achievement of KPU's mission, vision, values and goals.
4. The allocation of space is not permanent and is subject to review based on regular monitoring and qualitative and quantitative assessment.
5. Space may be reallocated based on need, productivity or changing institutional priorities to ensure that the maximum benefits of the resource are being achieved.
6. As the implementation of space decisions are costly, time consuming, and disruptive, due diligence is employed to ensure that reallocations are undertaken only when fully justified, with a minimum of disruption and communicated clearly.
7. Once allocated, a space is the responsibility of the new occupant. Prior occupants are not entitled to any historical holds regardless of whether they funded improvements to the space.
8. Vacant space is transferred to the authority of the Provost/VP Academic and VP Finance and Administration and is held to support emerging space needs.
9. Use of space for core university activities, which are teaching and learning, research and community engagement, takes precedence over other uses. The conversion of instructional space to non-instructional space requires the approval of the Provost/VP Academic and the VP Finance and Administration or designate, even if the conversion addresses other core university activities.
10. Surplus space may be made available for lease, subject to relevant provincial or municipal restrictions.
11. An analysis of space implications is an integral component in program and employee planning (ie. creation, growth or contraction), similar to resource issues of budget, personnel, and equipment.
12. Prime space should not be used for storage.

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

*The University Act*

## **F. RELATED PROCEDURES**

*BP7 University Space Procedures*