

POLICY FOR SPACE ALLOCATION – ECHA DISCOVERY MALL

DEPARTMENT OF DENTISTRY

PURPOSE:

The purpose of this policy is to outline the criteria used to assign and administer desk and research space for graduate students and dry-lab research teams within the Discovery Mall of the ECHA facility (DM-ECHA) assigned to the Department of Dentistry.

SCOPE:

This policy applies to all individuals who are involved in research and graduate education that require assignment of individual desk space and/or support for investigative teams that require desk, computer, interview, and interactive facilities to conduct their research projects. This includes all students involved in Graduate Studies, postdoctoral fellows, research associates, and research support teams that conduct research in patient-based, clinical, epidemiological, statistical, and other research areas that do not involve the School of Dentistry wet-lab research facilities in the Katz Centre for Pharmacy and Health Research.

PROCEDURE:

The top priority of space assignments within the DM-ECHA is to support research programs and activities. The School of Dentistry will make every effort to provide all current students involved in pursuing graduate studies in a School of Dentistry graduate program, as well as Postdoctoral Fellows, and Research Associates at the School of Dentistry an individual desk space for the purposes of serving as a place to keep their educational materials, their data notebooks, their dental clinical equipment, and other personal and professional items necessary for conducting their educational and research programs. However, as needs dictate, students may be required to share desk space with other students, or be assigned desk space in areas other than in the DM-ECHA. The Department of Dentistry is committed to the following policies regarding space usage and allocation in the Discovery Mall within the ECHA facility:

- A desk unit at the DM-ECHA facility is defined as one desk, associated small cabinet with lock, and one full lockable drawer of an adjacent filing cabinet. This desk unit will have the necessary access to a computer hook-up and an electrical outlet sufficient to run a lap-top or desk-top computer.
- An office is defined as one of the rooms within the DM-ECHA with a sliding, lockable door. These rooms are equipped with a minimum of a desk, full filing cabinet, and computer and electric hook-ups. These office rooms are labeled 5-095A and B, and 5-083A, B, C, D, E, and F.
- Research programs run by Principal Investigators who have their primary academic appointment in the School of Dentistry and who have research support staff in need of desk space have the highest priority in assignment of desk space within the DM-ECHA facility to carry out their research program. Students pursuing graduate degrees from educational programs outside of the School of Dentistry who have as Principal Investigator of their research project a primary faculty member from the School of

Dentistry shall be considered research staff for the purposes of this policy. Any investigator who wishes to obtain desk or office space in the DM-ECHA facility for their research staff should make a formal written request to the Associate Chair of Graduate Studies and Research. This written request should include an abstract of the proposed project, the amount and type of space requested, a justification for the need of an office for this research program, the name and position of the individual to occupy and/or utilize that office, others on your research staff who may occupy or utilize that office, the timeline the assignment is required, and the source of funding available to pay for the research project to be conducted in that space. Approval of this space request will result in the assignment of a minimum of 1 desk or office unit to the investigator for use by their staff.

- Any student who matriculates to a graduate program in the School of Dentistry in pursuit of an MS or PhD degree is assigned to one desk unit. Every effort will be made to assign that space to either the Discovery Mall or Administrative Office Space in the Katz facility, depending on the location of their research mentor and the type of research conducted. The assignment of that desk space to an individual student will be done with the following priority:
 - Priority will be given in assignment of desk space to students who matriculate to the same educational program in the same year in order to create adjacent or shared desk space, regardless of the degree being pursued.
 - Every effort will be made in the assignment of desk space to put students in the same educational program in adjacent space
 - Students who have been assigned a desk unit in the Katz facility, in the Kaye Edmonton Clinic Building, or in another space assigned to the School of Dentistry, will not be assigned a desk space in the DM-ECHA facility.
 - Students pursuing graduate degrees from educational programs outside of the School of Dentistry are not entitled to receive assignment to a desk unit within the DM-ECHA.
- Every effort will be made to keep graduate students from identical programs and year in adjacent space. Likewise, every effort will be made to keep research programs, staff, records, and students in adjacent space if possible. Assignment of graduate students based on their curriculum and year of matriculation will have precedence over their participation in research programs as a criterion for desk assignment.
- Senior research trainees, including Postdoctoral Fellows and Research Associates, who are working under the direction of a Principal Investigator whose primary academic appointment is with the School of Dentistry are entitled to one desk unit within the DM-ECHA facility. These senior research trainees may, in special circumstances, be assigned to an office as their desk unit. Any Principal Investigator who wishes to obtain an office in the DM-ECHA facility for their fellow or associate should make a formal written request to the Associate Chair of Graduate Studies and Research. This written request should include an abstract of the proposed research project, a justification for the need of an office for this fellow or associate, the name and position of the individual to occupy

and/or utilize that office, others on your research staff who may occupy or utilize that office, the timeline the assignment is required, and the source of funding available to pay for the research project to be conducted in that space. Priority for assignment of fellows and associates to office space will be done on the need for privacy to conduct their research activity, need for special storage of records in secured and less utilized locations, and availability of offices. Approval of that request will result in the assignment of 1 office to the fellow or associate, but the use of that office by multiple team members of that research project may be required.

- Faculty who have research space assigned to them and/or who receive departmental support for their research program will be required to present their research one time/year at the Discover Dental Sciences Seminar Series.
- Space assigned to any individual or investigative staff member who leaves the institution will immediately be available to reassign to other needs by the Associate Chair of Graduate Studies and Research.
- All space decisions regarding space assignment and allocation will be made by the Associate Chair of Graduate Studies and Research based on the guidelines put forth in this document.