

Policy History
Policy No. BP7
Approving Jurisdiction: President
Administrative Responsibility: Vice President Administration
Effective Date: June 28, 2022

University Space Policy

A. CONTEXT AND PURPOSE

1. Context

- a. KPU operates in a dynamic global 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 and emerging priorities.
- b. KPU’s physical space impacts its institutional reputation, student recruitment and retention, employee productivity and wellbeing, and engagement with the external community.
- c. Innovative new programs and initiatives, support services, changing enrollments, and demands for increased productivity and accountability are creating tremendous demand for space. This demand is expected to increase as approaches to teaching, learning and working evolve.
- d. To meet current and future space needs, KPU requires a forward thinking policy that anticipates the university’s evolution 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 approaches to teaching and learning.
 - ii. Evolving learner needs.
 - iii. Participation in research and scholarship.
 - iv. A safe and supportive working environment that contributes to employee and student productivity and wellbeing.
 - v. Community engagement and the development of global citizenship and intercultural competence, including indigenization.
 - vi. Achievement of the goals of the University in a manner that is consistent with KPU’s vision, mission, and values.

B. SCOPE AND LIMITS

1. Scope

- a. All space, buildings, and grounds owned or leased by KPU.

2. Limits

- a. This policy covers all space owned or leased by KPU that is used by KPU's students and employees.
- 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 and employees.
- 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. Space is allocated to academic and service units as required to support the vision, mission, and goals of the University.
5. The allocation of space is not permanent and is subject to review based on regular monitoring and qualitative and quantitative assessment.
6. Space may be reallocated based on need, productivity, or changing institutional priorities to ensure that the maximum benefits of the resource are being achieved. In emergency situations, space may be reallocated quickly with minimal consultation.
7. As the implementation of space decisions is 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.
8. Once allocated, a space is the responsibility of the new users of that space. Prior users of the space are not entitled to any historical holds regardless of whether or not they funded improvements to the space.
9. Vacant space falls under the authority of the Provost/VP Academic, the VP Administration and the VP Students or designate(s), and is held to support emerging space needs.
10. Use of space for core university activities, which are teaching and learning, research, and community engagement, takes precedence over other uses.
11. The conversion of instructional space to non-instructional space requires the approval of the Provost/VP Academic, the VP Administration and the VP Students or designate(s), even if the conversion addresses other core university activities.
12. Surplus space may be made available for lease, subject to relevant provincial or municipal bylaws, statutes or legislation.
13. An analysis of space implications is an integral component in program and employee planning (i.e., creation, growth or contraction), similar to resource issues of budget, personnel, and equipment.
14. Prime space should not be used for storage.

D. DEFINITIONS

Refer to Section A of BP7 *University Space* for a list of definitions in support of this Policy.

E. RELATED POLICIES & LEGISLATION

The University Act

AR17 Academic Schedule and Course Timetables

BP4 Campus Planning

F. RELATED PROCEDURES

BP7 University Space Procedure