

OFFICE AND LABORATORY ALLOCATION POLICY

SHARED SPACES, ROGERS COMMUNICATIONS CENTRE

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June 5, 2009

BACKGROUND

The Rogers Communications Centre (RCC) operates and maintains instructional, IT/Infrastructural, meeting/seminar, office, and laboratory facilities on behalf of the Faculty of Communication and Design. Instructional, meeting/seminar, and IT/Infrastructural facilities are governed by other policies and procedures; office and laboratory facilities are governed by this policy.

OFFICE SPACES

In addition to those within the 'Video Post Production' facility, the RCC manages a number of office facilities on its third floor, southwest wing.

Office assignments fall into two categories, permanent assignments and defined-term assignments.

Permanent Assignments

The following are assigned permanent office accommodations:

- Current FCAD Endowed Research Chairs, at one office each. These assignments are to incumbent Chairs at any point in time, not to previous incumbents;
- Current Program Directors for FCAD's Graduate Programs, at one office each (note: Subject to availability).
- Administrative/Program support for FCAD's Graduate Programs, at one office per two to three A/P support personnel (note: subject to availability).

Defined-term Assignments

The following are assigned defined-term office accommodations:

- Faculty. Assignments are made for defined periods and are subject to manifest need and availability;
- Post-Doctoral Fellows/SRC Associates. Assignments are made for defined periods and are subject to availability, with priority below that of Faculty; and,
- Graduate Students. Assignments are made for defined periods and are subject to availability, with priority below that of Post-Doctoral Fellows/SRC Associates.

Current office assignments are as given in Appendix 1.

LABORATORY SPACES

The RCC manages a number of research facilities on its second and third floors.

Permanent Assignments

The following are assigned permanent laboratory accommodations:

- Current FCAD Endowed Research Chairs, at one laboratory each. These assignments are to incumbent Chairs at any point in time, not to previous incumbents.

Long-term Assignments

The following are long-term laboratory accommodations:

- The Digital Cinema and Advanced Visualization Laboratory (DC/AV, RCC-355 Complex);
- The AccessFabrik Laboratory (AF, RCC-206 Complex); and,
- Governor General Award Laboratory (GG, RCC-254).

These laboratories are on long-term assignment due to specialized infrastructure and facility development and improvements and due to exceptional accomplishment and promise. Nominal assignments are for five years.

Current long-term assignments are to P. Hearty for the SC/AV Laboratory, to P. Hearty and R. Rankine for the AF Laboratory, and B. Elder for the GG Laboratory.

Defined-term Assignments

The following are assigned defined-term laboratory accommodations:

- Faculty. Assignments are made for defined periods and are subject to manifest need and availability;
- Post-Doctoral Fellows/SRC Associates. Assignments are made for defined periods and are subject to availability, with priority below that of Faculty; and,
- Graduate Students. Assignments are made for defined periods and are subject to availability, with priority below that of Post-Doctoral Fellows/SRC Associates.

Assignments normally are for periods of one year or less, with the possibility of renewal.

APPENDIX 1

CURRENT OFFICE ASSIGNMENTS

		Occupant's name	Occupancy	Owner
301	Faculty Lounge		Permanent	ESR School
303	Temp	Steve Daniels	Term-August 31, 2010	ESR School
305	Velma Rogers Chair	Abby Goodrum	Permanent	ESR Chair
309	Bell GlobeMedia Chair	Greg Elmer	Permanent	ESR Chair
311	Grad Program PAs	Aina Arro and Dahlia Younan	Permanent	ESR School
313	Edward S Rogers Chair	Charles Davis	Permanent	ESR Chair
315	Program Director (MMP)	David Langer	Term-July 31, 2009	ESR School
317	ComCult PA	JoAnn Mackie	Permanent	ESR School
323	Program Director (MFA)	Wieslaw Michalak	Term	ESR School
325	Grad Studies Lab		Permanent	ESR School
327	Program Director (MJ)	Gene Allen	Term	ESR School
329	Conference Room		Permanent	ESR School
335	Temp	Filiz Klassen	Term-December 31,2009	ESR School
337	Temp	Lila Pine	Term-Aug 31, 2010	ESR School
333	Temp	Charles Davis Post Docs- Jeremy Shtern	Term-March 31, 2010	ESR School
321	Temp	Alex Bal	Term-Aug 31, 2010	ESR School
307	Temp	Jean Bruce	Term-August 2010	ESR School
331	Temp	EMPTY		ESR School

APPENDIX 2

CURRENT LABORATORY ASSIGNMENTS

RCC-351-355

353G	Edward S Rogers Chair's Lab	Charles Davis. Post Docs- Janice Kaye, Florin Vladica (Digital Value Lab)	ERC perm
353F	Velma Rogers Chair's Lab	Abby Goodrum (News Research Lab)	ERC perm
353E	Bell GlobeMedia Chair's Lab	LabGreg Elmer's Lab (Infoscape Lab)	ERC perm
353A	Temp	Robert Appleton	1-Aug-2010
353D	Temp	Greg Elmer	To be determined
355D	Digital Cinema Lab- CFI/MRI project (RED Camera)	Abby Goodrum	2012
353C	Temp	Lila Pine	31-Aug-2010
353B	Temp	EMPTY [Potential CFI lab for Alex Bal]	
355A	Digital Cinema Lab	Paul Hearty	Perm
355B	Digital Cinema Lab	Paul Hearty	Perm
355C	Digital Cinema Lab	Paul Hearty	Perm
254	Governor General Award Laboratory	Bruce Elder	to be determined
206	AccessFabrik Laboratory	Paul Hearty/Ron Rankine	Perm

RCC-357

357D	Temp	Steve Daniels	15-Aug-2009
357C	Temp	Lara Rosenoff (Wieslaw Michalak MFA projects)	31-Aug-2009
357E	Temp	Lyndall Musselman (Wieslaw Michalak MFA projects)	31-Aug-2009
357F	Temp	Janis Cole (Wieslaw Michalak MFA projects)	31-Aug-2009