



## Institute of Advanced Research *The University for Innovation*

# Policy on Staff Office Space

## Introduction

IAR currently operates from the 50,000 sq ft building originally designed for a research institute.

In the context of research, each lab made provision for staff/faculty/research staff office space.

As the University continues to grow and the number of staff and faculty increases, space has become a serious bottleneck including for office spaces. Space has a cost associated with it – not only the infrastructure cost, but also utilities and maintenance cost. It is therefore imperative that we use the space judiciously and effectively. We have already been using open plan offices with majority of staff sharing offices. However, we still have a number of individual office spaces that are not necessarily effectively used. This policy outlines the staff/faculty office space provision at IAR from 2019/20 academic year. It takes into account the international norms, health and safety implications and faculty/staff needs to operate effectively as well as efficient use of University space.

## Typical Office Space for Staff/Faculty

- Office space normally will be 2.5 X 2.5 Square Meters per staff/faculty
- As a matter of principle, the offices will be open plan. The number of people in a shared office space may vary depending on the location.
- Individual office spaces may be provided in exceptional cases. For example, student counseling, managers, who need to deal with confidential and personnel matters (eg. HoDs, Registrar etc)
- Each staff/faculty will be provided with a desk large enough to accommodate desktop/laptop and a storage cabinet. Depending on the orientation of the space, a smaller work desk and a separate computer desk may be provided.
- All spaces will be ventilated and fitted with ceiling fans or air-conditioners.

This policy is effective from August 2019.