

## **SoE Guidelines for the Allocation of Workspace**

Approval authority: School Meeting

Date approved: 29 August 2023

Date last amended: 7 July 2015

Review date: Open to review within the first 6 months after approval and every 12 months afterwards

The aim of these guidelines is to establish a consistent framework for allocation of suitable workspace to academic and professional staff, emeritus and honorary staff, higher degree research (HDR) students and visitors. These guidelines have been developed in line with the current space available to the School of Economics and with an eye to future staff numbers. Decisions on the allocation of office space will be contingent upon the overall quantum of space available to the School at any given time.

The expectation is that all full-time teaching and research or teaching focused staff at Academic Level B and above, research only staff at Academic Level C and above, and full-time professional staff at HEW Level 8 and above will be entitled to a single occupancy office if available. All other categories of staff may be expected to share office space.

The School will aim to set aside:

- Sufficient space so that new HDR students are hosted on campus;
- A single occupancy space for the Executive Assistant(s) to the Head of School / Deputy Head of School. This is seen to be essential given the confidential nature of the work being performed;
- A minimum of one dedicated office for visitors to share.

Staff offices may be redeployed where staff members are on extended periods of absence from the University (e.g. leave without pay, travel or AEP outside of Brisbane).

Table 1 sets out the general standard of office accommodation (i.e., single occupancy or shared) that could be expected to be allocated to staff on the basis of classification, appointment type, appointment fraction and, in certain cases, the nature of the work being performed. A priority order for allocating office space is included. The table also provides details on expected standards of office space to be allocated to honorary staff, visitors and HDR students. For the purpose of the table, honorary staff includes adjunct title role holders and industry fellows.

**Table 1: Workspace allocation guidelines <sup>1</sup>**

<i>Priority order</i>	<i>Category</i>	<i>Class/Level</i>	<i>Employment Fraction</i>	<i>Appointment Type</i>	<i>Standard entitlement</i>
1	Academic (Teaching Focused, Teaching and Research, or Teaching Associates)	B-E	0.80-1.00	Continuing or Fixed-term	Office - sole occupancy
	Academic (Research Only)	C-E	0.80-1.00	Continuing or Fixed-term	Office - sole occupancy
	Professional <sup>2</sup>	HEW8-9	0.80-1.00	Continuing or Fixed-term	Office - sole occupancy
	Executive Assistants		-	Continuing or Fixed-term	EA office
	Professional	HEW3-7	-	Continuing or Fixed-term	Shared office
	HDR students (prioritised 15) <sup>3</sup>				Shared office
2	Academic (Teaching Focused, Teaching and Research, or Teaching Associates)	A	0.80-1.00	Continuing or Fixed-term	Shared office
	Academic (Research Only) <sup>4</sup>	A-B	0.80-1.00	Continuing or Fixed-term	Shared office
3	Academic (Teaching Focused, Teaching and Research, Teaching Associates, or Research Only)	A-E	<0.80	Continuing or Fixed-term	Shared office
4	Academic – Casual/Sessional Lecturers	Casual Lecturers	-	Casual	Shared office
5	Honorary Professor / Emeritus Professor – Research active and/or with a teaching load	E	-	Continuing or Fixed-term	Shared office
6	Honorary Professor / Emeritus Professor – Not research active and without a teaching load	E	-	Continuing or Fixed-term	Hot desk space
	Honorary	A-D	-	Fixed term	Hot desk space
7	HDR students <sup>3</sup>	-	-	-	Shared office
8	Professional <sup>5</sup>	HEW1-9	-	Casual admin/ Research only HEW scale staff employed on a research grant	Hot desk space
9	Visitors and Seminar Speakers	-	-	-	Hot desk space

### ***Legend***

- <sup>1</sup> The standard entitlement for staff, title holders and HDR students will be conditional on the person being resident in South East Queensland. A shared office or hot desk space will be provided as available for periods of visit (under priority 9) for those who do not reside in South East Queensland.
- <sup>2</sup> Professional staff HEW8-9 who are <0.8FTE will be provided with necessary space at the discretion of the Head of School or delegate.
- <sup>3</sup> HDR students are to be prioritised by the duration of their candidacy with newer students having priority for the first 15 available spaces (minimum) and, where available, in Colin Clark space.
- <sup>4</sup> Fixed term research only staff employed at Level B who hold a substantive, continuing T&R appointment will be exempt from shared occupancy
- <sup>5</sup> Professional staff categories include both administrative and research only staff.

### ***Notes***

- These guidelines are to be read in conjunction with UQ [PPL - Use and Management of UQ Land, Buildings and Facilities Policy](#).
- For fixed-term staff appointments of 6 months or less, the allocation of space will be at the discretion of the Head of School or delegate.
- Any circumstances not covered by this guideline are at the discretion of the Head of School or delegate.