MEMORIAL UNIVERSITY

Faculty of Medicine

Space Committee
Terms of Reference

Preamble

The research and educational programs within the Faculty of Medicine (FoM) continue to grow, resulting in increased demands for space. The Space Committee is responsible for all matters related to space management and the establishment of priorities for space assignment within the FoM. The Committee is composed of individuals in leadership positions from a variety of departments and administrative units within the FoM who are all committed to the mission and values of the medical school.

Purpose

To oversee and review all aspects of space assignment for FoM space

Membership

Voting Members

Vice Dean, Education and Faculty Affairs (Chair)
Chief Operating Officer (Vice Chair)
Vice Dean, Research and Graduate Studies
Associate Vice-President (Facilities), Memorial University
Associate Dean, Division of BioMedical Sciences
Associate Dean, Division of Population Health and Applied Health Services
One (1) Discipline Chair Representative
Manager, Medical Laboratories & Clinical Learning & Simulation Centre
Facilities Coordinator – HSC, Facilities Management
One (1) member of Health Science Information and Media Service (HSIMS) management
Coordinator for Distributed Medical Education

Non-voting Members

One (1) representative from Newfoundland and Labrador Health Services (NLHS)
Invitees(s) upon request

Operations

- The Committee shall meet monthly from September to June or as needed by the Chair.
- Minutes of each meeting reflecting the activity of the Committee are recorded by a recording secretary designated by the Chair of the Committee.
- Quorum will be 50% plus one (1) voting member.
- The Chair will vote only to break a tie.

- Committee members are expected to attend meetings or, if unable to do so, send advance notice of their absence. For voting members only, a delegate may attend with prior notification to, and approval by, the Chair. The delegate will assume voting rights.
    - When the Chair is unable to attend a meeting, the Vice Chair will be the Chair's delegate.
- The Chair will inform the Dean of Medicine of the decisions made by the Committee.
- Reconsideration requests for matters related to decisions of the Committee are submitted to, and reviewed by, the Committee.
- Appeal requests for matters related to decisions of the Committee are submitted to, and reviewed by, the Dean of Medicine.
- The Committee will review the terms of reference on a yearly basis.

Responsibilities

- Apply the principles of space provision as specified in the Memorial University Space Standards and Guidelines and the Memorial University Space Policy, in all recommendations and decisions.
- Review and decide on all proposals submitted to the committee requesting the allocation, reallocation, reclassification, and/or renovation of space, including those from faculties/schools outside the FoM within Memorial University.
- Liaise with other space committees as required.
- Provide resolutions for competition of space.
- Reassign under-utilized or inappropriately allocated space.
- Provide advice on the priorities for space needs related to space planning and allocation (e.g., new building, major renovations, etc.).
- Ensure the processes for decision making, and recommendations are fair, equitable, and reasonable.
- Maintain and monitor an inventory of space and its effective use, optimizing the changing needs of the FoM and Memorial University.
- The Facilities Coordinator will be responsible for maintaining the inventory of space database.
- Develop internal policies and procedures on matters relating to the management of space, and communicate such policies and procedures to the faculty, staff and learners in the FoM as needed.

Approved by the Space Committee on September 17, 2026

Accepted: April 2005
Revised: November 6, 2013, February 10, 2014, April 13, 2016, January 12, 2017, August 16, 2023