

# Terms of Reference

## 1. Name

Oceanography Space Committee

## 2. Type

Standing committee

## 3. Purpose

The Committee's main purpose is to facilitate allocation of office space to Departmental HQP and to oversee common-use spaces.

## 4. Scope

The following activities are within the Committee's scope:

- Soliciting input from faculty members about arrivals and departures of HQP;
- Making recommendations for allocation of office space to HQP which, when acceptable to the responsible supervisors, will be implemented without approval by the Department Chair;
- Referring cases where faculty members object to the allocation of space to their HQP to the Department Chair;
- Providing up-to-date records of space use and occupancy to the Departmental Office;
- Overseeing common-use spaces including walk-in fridges, the 5th floor lounge, storage spaces not assigned to individual faculty members, etc.;
- Making broader recommendations to the Department Chair regarding space (e.g., upgrades, ideas for improved or more efficient use of existing space, etc.).

## 5. Authority

The Committee makes recommendations for allocation of office space to HQP and for procedures related to common-use spaces. If a faculty member objects to the space allocation for an HQP under their supervision, the Department Chair has the authority to make an assignment.

## 6. Membership

The Committee consists of four faculty members, one from each floor of the Oceanography tower, who are appointed by the Department Chair, and the Department's Administrative Officer. One of the four faculty members is appointed by the Department Chair to serve as Chair of the Committee.

Current membership:

- Chris Algar (Chair, 3<sup>rd</sup> floor)
- Katja Fennel (faculty member, 2<sup>nd</sup> floor)
- Anna Metaxas (faculty member, 4<sup>th</sup> floor)
- Eric Oliver (faculty member, 5<sup>th</sup> floor)

- Sharon Bellefontaine (member, Administrative Officer)

## **7. Meetings**

Meetings will be called by notice of the Committee Chair, at a location agreed upon by the Committee. The Committee should meet at least twice a year. Minutes are to be prepared by the Committee Chair or their designate.

## **8. Reporting**

The Committee Chair reports to the Department Chair after each meeting by email and includes the minutes.

## **9. Deliverables**

The Committee is responsible for compiling and updating a Best Practices document that serves as a reference for the Department and future committee members. The due date of this document is August 2023.

## **10. Review**

The ToR will be reviewed annually by the Department Chair. The date of the next review is August 2023.

2022-09-20 Katja Fennel