



## **POLICY FOR ALLOCATING CITY SPACE**

[Approved by CITY Executive, October 2014]

CITY's Director is normally responsible for allocating CITY space, subject to final approval by the Executive. Before July 1 of each year, if space is available, the Director will review requests for use of space. A call for applications will be sent to the membership of CITY, and applications should be made on the relevant form describing the applicant's plan for using the space and contributing to the life of CITY. Applications should be returned to [city@yorku.ca](mailto:city@yorku.ca). Space will be allocated as follows:

### **OFFICES:**

As a general principle, offices at CITY should be occupied by members who may comprise faculty, post-doctoral fellows and PhD students as well as visiting scholars who will commit to actively participating in the life of CITY and furthering its priorities. For this reason, some turnover is to be expected for office tenure. There are eight offices so in addition to the Director's office, the two staff offices, and the office for the MCRI "Global Suburbanisms" research project, there are four offices to be allocated at the Director's discretion. These offices will be allocated as they become available using the following criteria:

**TERM:** for a temporary and limited time period up to a maximum of one year (two years in the case of post-doctoral students) to be renewable for up to five years upon re-application. Space allocations take place at one of three periods: start of the Fall semester, start of the Winter semester, and start of the Summer semester.

### **REQUIREMENTS:**

By taking an office at CITY occupants commit to the following:

1. Running any grants/contracts they are awarded through CITY.
2. Including CITY as a (co)sponsor of any academic activities in which they participate when they are consistent with CITY's mandate
3. Potentially sharing office space.
4. Participating in a committee of CITY
5. Vacating the office if they will be absent from York for any lengthy stretch of time, e.g. sabbatical or lengthy fieldwork. Alternative space will be provided to enable the occupant to store their belongings.

***PRIORITIES:***

When considering requests for office space, including renewals, the Director will consider participation in the following activities as evidence of commitment to the life of CITY and its priorities:

1. Serving on a CITY committee.
2. Applying for and running grants through CITY.
3. Serving as the principal investigator or co-applicant on an institutional grant for which CITY is the lead partner.
4. Otherwise participating in and contributing to the life of the Institute to a notable degree.

**CUBICLES**

As a general principle, CITY cubicles should be occupied by York students or visiting scholars who will commit themselves to actively participating in the life of CITY and furthering its priorities. For this reason, some turnover is to be expected in cubicles tenure. Of the ten available cubicles, four will be set aside for allocation at the Director's discretion to CITY-housed projects and/or visiting scholars. Two cubicles will also be set aside for CITY Graduate Assistants / Research Assistants, volunteers or interns. The four remaining cubicles will be allocated according to the following principles.

***TERM:*** for a temporary and limited time period up to a maximum of one year, renewable for up to three years. Cubicles may be shared, depending on occupants frequency of use.

***REQUIREMENTS:***

To hold a cubicle at CITY, applicants must:

1. Be graduate students at York University.
2. Commit to regular attendance at the Institute as well as at CITY-sponsored events and participation in CITY-sponsored activities.
3. Indicate which days they will be present on campus to facilitate sharing.

***PRIORITIES:***

When considering requests for cubicle space, including renewals, the Director will take into account the following activities as evidence of active participation in the life of CITY:

1. Regular participation in CITY-sponsored events and activities.
2. Organization of CITY-sponsored events and activities.
3. Participation in an institutional grant on which CITY is the lead partner.
4. Service as a student representative on CITY's executive committee or one of its subcommittees.
5. Supervision by a CITY Associate.

Upon finishing their term at CITY, users will have to clean out their office or cubicle space, and on the same day return any keys/swipe cards to the Coordinator.