



OBGYN Guidelines for the Allocation of Departmental Resources

The purpose of this document is to provide guidelines on the resources that the Department of Obstetrics and Gynaecology will support for new and current full time faculty and staff.

Office Space

Full time faculty/staff are not allocated more than one office/workspace. For faculty/staff that spend a significant amount of time at other sites, provision of an additional shared/swing space will be considered.

Full-time academic faculty / staff should be allocated a dedicated workspace, provided that the individual spends at least 3.5 days / week on-site.

Part-time academic faculty / staff should be allocated a dedicated workspace, provided that the individual spends at least 3.5 days / week on-site.

Part-time academic faculty / staff who spend less than 3.5 days / week at a particular site are provided with a workspace that is assigned to 2 or more users, and shared on a temporal basis (during pre-determined days/times). Schedules are coordinated to maximize space utilization.

No space is allocated to clinical faculty, adjunct professors or associate members unless they also hold an administrative appointment.

Associate and Assistant Deans, as well as faculty members with an additional administrative appointment (e.g. Site, Program Directors) should be provided with a dedicated, shared, or swing workspace. Assignments are based on functional requirements and frequency of use.

New Investigators should be provided with space consistent with initial start-up funding and are expected, within 3 years, to achieve funding levels to justify their allocation.

Office Equipment

The department commits to providing a desk top computer and basic office furniture in the form of a desk, chair and filing cabinet. The computer will be the standard desk top model issued by the Department in consultation with MEDIT.

Secretarial Support

The department commits to providing 0.2FTE worth of administrative support to all full time faculty members. This is inclusive of Divisional secretarial, HR, finance, research and education support.