FAS Principles for Space

Overview

- **The FAS Telework and Workspace Program (TWP)** is a new initiative that embraces more flexible work arrangements for many FAS positions post-pandemic, including telework and hybrid (on-site + telework).

- The [FAS TWP Leadership Group](#) is planning a program for our future, providing teleworkers access to on-site workspaces so they feel welcome and connected. We recognize that some work must be performed on-site while other work can be performed effectively via telework.

- This document outlines "Principles for Space" that will help ground our FAS-wide space-planning efforts. These Principles were developed with input from the TWP project sponsors, the TWP Leadership Group, and the TWP Change Champions, and they speak to what members of these groups see as our FAS priorities when it comes to organizing our on-site space.

- **Please Note:** This document does **not** capture principles for *working* together (e.g., meeting protocols/best practices for hybrid teams, etc.), as those pieces will be captured in a separate document or documents.

Principles

Financial and Administrative Services (FAS) builds, supports and maintains the environment where every person at UCSF can do their best to accomplish the [UCSF mission](#) of caring, healing, teaching and discovering. The departments within FAS are each diverse and complex, with needs specific to their work and their workforce. The following principles outline what "connection" means as we consider what is important for the various departments in FAS, both individually and collectively.

What "connected" space means for FAS:
1. Within my team
    a. We have options to sit together when in the office.
    b. We have access to collaboration spaces such as conference rooms, opening seating, and other furniture arrangements.
2. Within my department
    a. We have access to collaboration space within our department and across different teams.
    b. Our department's teams are co-located from many sites to one site in situations for which such an arrangement makes sense for the way we work.
3. Within FAS
    a. There is strategic co-location across departments and teams.
    b. Space planning efforts support department or team locations *where business function is a priority over co-location with other FAS units*.

c. Space planning efforts support co-locating of departments/teams with similar space utilization strategies and (e.g. hub of activity spaces are not being co-located with silent spaces).
d. Space sharing is supported, with FAS hoteling locations at various sites.
e. Space planning efforts plan for environments that allow for frictionless collaboration between off-site workers and on-site staff.