

Space Allocation Guidelines of Academic Affairs (Rev 1, 20 September, 2021)

Scope and Purpose: Space is a University resource allocated through Divisions, Colleges, Departments, and select Centers, to individual faculty or groups of faculty for the purposes of supporting and promoting the mission of the Institute. Neither the individual, the department, nor the college own the space they occupy and their continued use of University space is dependent on their continuing contribution. Through the natural course of individual and institutional development, reallocation of space must occur to maintain the health of existing programs and to support new programs and faculty. This document provides general guidelines for space allocation and reallocation within the Institute.

General Principles: The Vice President for Academic Affairs is ultimately responsible for the allocation of academic research space to academic programs/department/colleges, and is guided by:

- Research space is allocated based on programmatic needs and strategic priorities as determined by the dean of the college in consultation with their chairs, faculty and staff.
- Decision-making authority is delegated to chairs/directors for space that is assigned to their units to ensure that those with the most in-depth knowledge of the activities and needs of subsets of researchers determine appropriate allocations, consistent with the priorities that are listed below.
- Research space assignments are not permanent. As such, it may be reassigned as activities change.
- Space of faculty or departments that is vacant or deemed underutilized should be proactively reassigned or repurposed by the department, with the caveat that stability also affects research productivity
- Optimal use of research space includes shared use of resources and facilities.
- Research space, equipment, and materials must adhere to all health and safety regulations and procedures.
- All faculty engaged in experimental, hands-on, or computational research will be provided reasonably adequate and stable research space, within the abilities of the Institute.
- Prior to implementation, faculty may appeal department-level decisions to their respective dean.

Space Priorities: The priorities for laboratory space allocation and/or reallocation are:

- First Priority: Tenure-track, but untenured, “junior” faculty who have laboratory needs to conduct their research and earn their (prospective) tenure.
- Second Priority: Faculty with grant funding that requires additional space.
- Third Priority: Faculty who disseminate their research through the peer-review publication process and/or conducts research that supports or mentors undergraduate and graduate students.

Review of Research Space: The research space usage of current faculty members should be periodically reviewed by Chairs to determine if the faculty member has a shortage or excess of research space, or if the space is in need of reconfiguration or renovation. These reviews can be done individually as part of the annual review process, and/or minimally as part of a program review.

Reallocation of Research Space: In some cases, the reallocation of research space may result in the displacement of equipment or other infrastructure. The unit should work with the current faculty occupant to properly relocate or dispose of these items. The unit is not obligated to compensate the faculty member for investments the faculty may have made in the space during the time of occupancy.

Measures and Issues to consider when allocating research space: In addition to the aforementioned space priorities, other considerations for space allocations include:

- Total externally-sponsored research expenditures or awards (direct and indirect costs),
- Alignment of the research activity with the strategic priorities of the program/department/college,
- Number of students participating in the research, especially graduate students,
- Successful dissemination of the research through a range of venues (peer-reviewed publications, presentations, dissertations or theses, etc),
- Type of research conducted in the space (e.g. theoretical, computational, experimental, hands-on design, etc.).
- Stability: faculty need to be able to count on reasonably stable and adequate research space from year to year.