

## APPENDIX: Principles & Policies for Space Allocation

April 29, 2015

The following principles and policies are intended to create an explicit process for requesting additional space and to make the process of space allocation more transparent. This document applies to Department of Biology space within the Biology and Anatomy/Zoology buildings, and describes the Department of Biology Space Committee (SC).

### I. Principles

1. Space allocations are made by the Chair, with the input and advice from the Space Committee (SC), and are ultimately approved by the Dean.
2. The minimum guaranteed space for a full-time tenure-track or tenured faculty member is one standard office of approximately 120 square feet on the research floors of the Biology building, and one research bay of approximately 300 square feet in the open laboratories on the research floors of the Biology building, or a similar amount of research space in other parts of the buildings if a lab bay is not needed for a particular faculty member's research program.
3. Agreements made between the Chair and faculty as hiring negotiations will be considered a priority, but can be reviewed and adjusted if deemed necessary.
4. Space will be re-allocated if use does not justify the existing allocation or departmental priorities require assignment of the space for other purposes.
5. Space reallocations will be made after consulting with relevant faculty and with due sensitivity for ongoing research programs, in light of pending applications for funding, and with adequate notice.
6. An effort will be made, whenever there is a need to allocate space for new purposes, to find the required space in a collegial manner or through agreements to share space.
7. Efficient and productive uses of space should be rewarded. Faculty asking for *additional* space in excess of their primary lab space are encouraged to contribute ideas for collaborative and more efficient use of space and equipment. Preference will be given to those groups of individuals who are able to jointly use "flex space" or "shared space", where possible.
8. To the extent possible, space should be organized so that faculty office and laboratory space is nearby, with contiguous office spaces for research staff, post-doctoral researchers, and graduate students (unless faculty request otherwise) and promotes interactions among faculty and students who collaborate.
9. The department will honor commitments of space made to funding agencies at the time funding was solicited and awarded. All space commitments implied in a grant application must be approved by the Chair prior to the application being submitted.
10. For emeriti faculty and faculty members not primarily appointed in Biology but with research space within the department, attempts will be made to honor prior agreements about space, but these are also subject to periodic review.
11. Use of research space for long-term storage is not appropriate. Faculty and staff should periodically check for materials that can be discarded, converted to electronic form, or stored off-site.

### II. Policies & Priorities

#### A. Research Space

1. Allocation of space will be based upon needs for maintaining the productivity of existing research programs, need for space for new or changing research programs, and by use of existing space in line with department priorities.
2. Research productivity will be assessed by the faculty member's information submitted for the Annual Activity Reports via FAS (and its successors, such as Digital Measures) from the prior three academic years and any supplemental material submitted with the space request, including information about recent productivity and pending funding applications.

3. Productive use of space will be evaluated and determined by the SC and Chair, and will be assessed by the following criteria (which are not listed by priority): i) faculty research program, ii) collaborative use of space, when possible, iii) use of space to support research by post-doctoral researchers, research associates, research scientists, graduate and undergraduate students, and iv) support from extramural funding, recognizing differences across faculty research programs in the centrality and availability of external funding.
4. Whenever possible, faculty whose productivity does not appear to be commensurate with additional assigned research space will be given advance notice and time to address issues of productivity before space is reassigned.
5. Non-tenure track faculty and research scientists will be assigned research space and have access to shared facilities on a case-by-case basis, in consultation with faculty in the neighborhood where the space is located, reviewed by the SC and approved by the Chair.
6. Expectations for productive use of space will be adjusted appropriately for junior faculty and new faculty.

#### **B. Office Space**

In general, research faculty without independent appointments and funding, visiting faculty, post-doctoral researchers, research associates and research scientists, are expected to be located within the research space assigned to their faculty sponsor/advisor.

The following priorities guide allocation of office space:

1. Tenured and Tenure-track faculty
2. Full-time departmental staff
3. Non-tenure track teaching faculty, and/or non-tenure track research faculty and research scientists
4. Post-doctoral researchers, research associates, graduate students appointed within the Department of Biology and graduate students appointed in interdisciplinary graduate programs but sponsored/advised by Biology faculty. Assigned space will be a desk in shared office space, on the same floor and in the vicinity of their faculty sponsor/advisor, with assignments organized jointly by the faculty in the neighborhood, and final space assignment resolved by the SC.

Other specific needs, such as office space for part-time department staff, office hours for GTAs separate from their lab, and office space for graduate students whose primary faculty advisors are not in Biology, will be handled informally or on a case-by-case basis.

#### **III. Procedures**

The Biology Department SC will include four faculty members who will be elected to two year terms, with elections held during the last regular faculty meeting of each academic year, and nominated to represent multiple areas within the department. The SC will include one member from the Botany Faculty, one from the Zoology Faculty, and two members elected at-large, with overlapping terms. The composition and election is to mirror procedures used to nominate and elect the departmental Executive Committee (EC) in Section 5 of the Department of Biology Code. Election procedures will be as outlined for the Executive Committee in Section 5 of the Department of Biology Code.

SC will conduct an annual space review in the Spring Semester for requested and/or needed changes. This may include a walk-through of space and/or requests for documentation of space usage. Faculty may be asked to provide supplemental materials that reflect productivity not included on the most recently-submitted FAS. SC may also collect information by consulting with the departmental EC, individual faculty members, and graduate student representatives.

Faculty who desire additional space should submit a written request to the SC and Chair by March 1. Faculty are encouraged to coordinate requests for how space could be shared and/or used more efficiently with others working in the neighborhood. Requests should be accompanied by supplemental materials documenting productivity and pending funding awarded subsequent to the most recent FAS (Annual Activities Report). Requests will be evaluated and relevant individuals notified by May 15. Moves will typically be implemented over the summer or as is practical, given other constraints. If assistance will be needed from the department for a move, the request should reflect those needs.

Requests may be submitted to the Chair and SC at other times during the year to reflect unexpected changes in space needs, and will be reviewed immediately by the SC for consideration.

The department will maintain a database of assigned space, commitments associated with external funding, documentation of agreements to share space, and the timeframes for such commitments and agreements.

Before space is reassigned, SC and/or the Chair will meet with involved faculty to better understand faculty needs and space usage.

#### **IV. Appeals**

Faculty whose space is reassigned and who believe that the reassignment is not consistent with the principles and policies in this document should submit a written appeal to the EC and the department Chair. The Chair will make the decision following consultation with the SC and EC. The final arbiter for assignment of space in the Department of Biology is the Dean of the College of Natural Sciences.