

## **School of Medicine & Biomedical Sciences**

### **Space Allocation Policy for South Campus**

#### **Purpose**

The office of the Dean of SMBS has established a committee to create and administer a space allocation policy for the South Campus. This committee, consisting of the Director of Space Planning, the Associate Dean for Research and the Basic Science Chairs, was so charged due to the awareness that recent increases in faculty hiring and grant supported research funding will soon lead to space problems if space is utilized as it has been in the past. SMBS space needs to be allocated/reallocated, to achieve a more efficient use of the finite amount of space available.

The aim of the policy is to apply the criteria described below equitably across departments within the School.

Ultimately, the Provost controls all space; individual departments or schools do not "own" space. All schools in the University will be developing space allocation policies over the next few years; SMBS has chosen to take the initiative and develop a policy independently.

#### **Policy**

##### Office Space

All faculty will have access to office space as required.

##### Research Space

Funded faculty will be allocated research space appropriate to their research needs according to the following criteria:

Funded faculty with annual direct cost funding of \$100,000 or greater will be eligible for 500 sf of research space to accommodate up to three FTE staff/students (including the PI). Those who support more than three FTE staff/students will be eligible for an additional 150 sf per FTE as needed. Additional criteria that will be considered include the size of an individual grant portfolio and unusual equipment needs, as well as the standard lab sizes in existing space and specific needs related to clinical research.

Funded faculty with less than \$100,000 in direct costs per year will be allocated space by the committee according to their specific research needs.

Unfunded faculty will have access to research space if needed, to be allocated by the committee.

Changes in funding and/or staffing will not result in an immediate change of space allocation. Faculty who temporarily lose funding will be allowed to remain in their research space, although their funding status will be reviewed on a regular basis, and subsequent reviews may result in a reduction in research space.

#### **Procedures**

The Medical School South Campus Space Committee will administer this policy. Faculty should discuss their space needs with their Chairs, who will then bring these needs to the committee.

It should be noted that all space in the SMBS is under the jurisdiction of the Dean, and any space allocation should not be regarded as permanent.

Research Centers who have been allocated space to manage internally will be allowed to do so, following the criteria established above.