# Management of Space Assigned to the Department of (Name)

(Words in parentheses should be replaced and customized. Note this is just a template. Further customization is required. Informational text is highlighted and should be removed before the document after a draft has been developed.)

## Introduction

The Department of (name) is assigned space in (list buildings; note this is more than just the building in which your administration resides). The Chair, Infrastructure Committee and Administrator are responsible for managing research, instructional and office space in a manner that is equitable and assures efficient use of this limited resource.

This document defines a set of general guidelines for efficient use of space in the Department in the following classifications: research space, teaching space, faculty offices, staff space, administrative space, and multi-use space. The guidelines are advisory to the faculty and to the department chair and are not intended to impose rigid constraints.

## Goals and Principles of Space Management

The need for research and office space by individual faculty members varies from year to year, so formula-driven allocation is tempered by strategic thinking and the understanding that decisions take time. This strategic thinking, understanding and implementation is the charge of the (Department Name) Space (or Infrastructure) Committee. Because long-range planning is fraught with uncertainty, it is understood that adjustments of decisions will be made. The College of Engineering and Department of (name) manage their space dynamically; no space assignment can be considered permanent even if it is outlined in an offer letter. It may, from time to time, be necessary to impinge on the space needs of individual faculty members, students or whole research groups in order to meet the department’s mission and strategic goals. It is clear that needs for space sometimes arise quickly because of good fortune in fundraising, and the Department will attempt to accommodate to such needs in a timely manner.

The goal of this space policy is to maximize the beneficial use of space that is available for use by faculty, staff, and students. To be effective, such a policy must be clearly delineated and must include sufficient flexibility to respond to changing needs and opportunities. It also must be administered in a fair, consistent, and transparent fashion, relying primarily on the good will of the affected individuals and the recognition that achieving the best departmental outcome sometimes requires a difficult and imprecise balance among competing, worthy options for a limited resource.

With that in mind, the following general principles can be articulated.

1. All allocations and all usage of space must conform to applicable health and safety standards, and other facilities regulations. No exception can ever be made to this principle.
2. In addition, appropriate security must be provided to protect individuals and property, confidential files, computer access, etc.
3. Delegation of space management to area heads and PIs is consistent with the University’s overall hierarchical approach and provides the advantages of local control and oversight. However, this delegation is neither permanent nor binding, and department-wide needs and opportunities can override previously existing arrangements.
4. Frequent (e.g., annual) reassigning of space impacts continuity and stability, and should be avoided. However, at times space must be reallocated to maximize its beneficial use, taking all departmental needs into account.
5. Whenever possible, space assignment should accommodate adjacency. Adjacency may improve proximity to research laboratories and graduate students, enhance contact between colleagues with similar interests, and address issues associated with individual disabilities.
6. Any disagreements that arise over space allocations should be resolved via discussions with interested parties, with assistance from the space committee.
7. The chair has the authority to make final decisions in all cases.

(The following provides an outline for each type of space common in engineering departments including research, teaching, faculty, funded graduate student, unfunded graduate student, undergraduate, staff. Please modify including adding to or deleting from as appropriate for your department)

## Research Space

The following guidelines apply to space predominately used for research by faculty, staff and students.

1. The department should supply adequate space for all active research projects. Funded projects may have priority over long-term unfunded projects.
2. Whenever possible, research groups with compatible interests and/or shared laboratories or equipment should be placed in adjacent space.
3. Shared space and facilities shall be prioritized over space and equipment used by single faculty members.
4. The use of shared laboratory space should be determined by all faculty using the space, with a single faculty member appointed as the director and/or contact point for the laboratory.
5. If applicable, a research project should be assigned dedicated space, consistent with the needs of that project. In the event of substantial increase of space needs for new projects, space arrangements must be made prior to proposal submittal. Project or center specific space should have a time-limited assignment and an MOU on the space assignment should be drafted. An MOU template is available on the College of Engineering Infrastructure Division website.
6. Laboratory space is not be used for long-term storage. Directors of shared laboratories should lead annual evaluation of equipment and supplies.
7. Adequate space should be provided for new faculty members and, to the extent possible, should be agreed upon prior to and be ready for use at the beginning of their appointments. Again, shared laboratories and equipment are encouraged and prioritized for new faculty.
8. Senior faculty and/or laboratory directors should ensure that new faculty are given guidance and help in using shared space and understanding any relevant rules and agreements.

## Departmentally Managed Instructional Space

The following guidelines apply to departmentally assigned (as opposed to UW centrally managed) teaching and laboratory space predominately used for instruction.

1. Teaching and other instructional activities have priority over all other activities. Laboratory classes should have a dedicated space during the scheduled lab time.
2. Students working on class-related laboratory projects should be given flexible access to laboratories, within the constraints imposed by safety regulations and the higher priority assigned to regularly scheduled laboratory classes.

## Faculty Offices

1. Tenure-track faculty with primary appointment in CEE (all ranks). Each tenure-track faculty is assigned one office, however the office originally assigned to the faculty member (e.g., in the offer letter) is not guaranteed for the lifetime of the appointment. There is no preference or difference based on rank.
2. Research faculty (all ranks). Each research faculty is assigned one office. There is no preference or difference based on rank.
3. Tenure-track and research faculty with secondary appointment in CEE (all ranks). For tenure-track and research faculty with primary appointments in other units, office space will be assigned on a case-by-case basis.
4. Research scientists, research associates, post-docs and research engineers. These individuals are assigned shared offices. There is no preference or difference based on rank. Single-office assignment to an individual is also an option if available; an MOU on the space assignment with the caveat that it a shared office might be required as it is not guaranteed for the lifetime of the appointment.
5. Visiting Faculty, Visiting Scientists, and Lecturers. These individuals are assigned shared offices. Single-office assignment to an individual is also an option if available. Single-office assignment to an individual is also an option if available; an MOU on the space assignment with the caveat that it a shared office might be required as it is not guaranteed for the lifetime of the appointment.
6. Emeritus Faculty (all ranks). Space is not automatically assigned to Emeritus Faculty. Space allocations will be made in accordance with the departmental "Emeritus Faculty Resource Allocation Policy".
7. Adjunct and Affiliate Faculty. Space is not normally assigned unless such individuals are teaching, in which case a shared office may be assigned, if needed.
8. Faculty on leave. Offices of faculty on extended leave away from the UW may be assigned to another occupant, if the faculty on leave does not need regular access to the office. The office may also be re-assigned for other temporary use, after consultation with the faculty member on leave.

## Space for Funded Graduate Students (TAs & RAs) and PostDocs

1. Teaching Assistants should be able to use to meet with students in a manner that does not interfere with other departmental activities. Whenever possible, space specifically for conducting office hours should be allocated. Conference rooms or other common meeting areas may be used for this purpose, if other acceptable spaces are not available.
2. Full-time funded Ph.D. students and full-time funded Masters Students should be provided with a workstation (cubicle). (Add information with respect to department culture on prioritization of the location of the space; best practices on graduate student workstation assignment is to a research area or departmental division (not a research program or PI). A single faculty member should be responsible for annual seat assignments. This should be a rotating position).
3. Post Doctoral Associate should be assigned space in a shared office whenever possible. If office space is not available, a workstation should be assigned.
4. Personal computing equipment should be integrated into students’ desk areas.

## Space for Unfunded Graduate Students and Undergraduate Research Students

1. Unfunded Ph.D. students will be provided a workstation when possible.
2. Unfunded MS students will not be provided a workstation. If available, unfunded MS students should be provided a general assignment study/group collaboration area.
3. Undergraduate researchers generally will not be assigned dedicated desk or office space. Exceptions may be made in the case of projects involving a significant number of students.

## Other Student Space Needs

1. Student societies in the department should be assigned a common space or spaces to be shared amongst their groups.
2. Extra-curricular student activities that require additional space (e.g., concrete canoe, eco-car) may be assigned additional space. This shall be done on a case-by-case basis and reviewed annually by the Infrastructure Committee.

## Staff, Support, and Administrative Space

1. Staff are assigned individual or shared offices, depending on the needs of their job and space availability.
2. In a shared office or common area, efforts will be made to provide the desired level of individual privacy (e.g., by placement of partitions) within the constraints imposed by cost and other uses of the space.
3. Technical staff and research staff should be located proximate to the facilities and faculty they support.
4. Common space that is suitable for tutoring, office hours, meetings, or other intermittent activities should be placed under a reservation system accessible to appropriate groups.
5. Regularly scheduled seminars and events should request to use university general assignment classrooms when appropriate to reduce demands on conference rooms.

## Space for Storage and Specialized Needs

1. Items in long-term or medium-term storage should be stored off-campus or in other facilities unless frequent and/or immediate access is required. Storage items requiring frequent access should be stored in on-campus departmentally-assigned facilities that are not useful for higher-priority needs (e.g., in unheated and/or unlit laboratory space).
2. Large computing clusters are discouraged from being housed in prime academic space.
3. Specialized computing equipment should be located in space dedicated for such items.

## Implementation

1. The Space Inventory Management System (SIMS) will be used to disseminate general space information (GeoSIMS https://puff.opb.washington.edu/pnbdb/sims2/home/main.cfm). More detailed space information will be available in an excel file that will be regularly updated by the departmental infrastructure committee.
2. An annual space walk-through should be conducted by the space committee and should be open to the faculty and staff. Questions about space usage that arise during the walkthrough should be addressed to the relevant faculty. Results of the survey will be used to make recommendations to the chair regarding space reallocations and other possible changes (e.g., upgrades via minor modifications), after consultation with current and potential users.
3. A periodic review of these policies should be conducted every 3 to 5 years by the space committee or more frequently if the space committee or other departmental personnel identify issues that should be addressed. Revised policies must be voted on by the departmental faculty at a faculty meeting during the academic year. A copy of the revise Space Management Policy should be sent to the Associate Chair of Infrastructure.
4. Allocation of new space can be done at any time by submitting a formal written request to the chair. The space committee will review the request and make a recommendation to the chair. The chair will have the final decision. Request of significant new space should be done before grants are submitted for review.

## Decision making and the Role of the Infrastructure/Space Committee

Decisions to assign or re-assign space assigned to the department are made by the department Chair and Administrator by recommendation of the Infrastructure Committee. A critical concern for the Infrastructure Committee in both annual review and *ad hoc* activities is long-term strategic planning for the department. This committee must both prepare for growth (e.g. faculty recruitments, new initiatives, grant success) and respond to contractions (e.g. retirements, long-term funding declines).

Reduction or re-allocation of space will be alerted by a significant drop in research personnel, sponsored research funding, and number of research grant submissions. A decrease is considered “long-term” when it extends for longer than two calendar years without explanation. The space committee will serve as a review panel, and the primary faculty member to which the space is assigned shall review the immediate and long term needs of the space (i.e., a peer review process of space).

Should a faculty member be in a situation where assigned space is underutilized for more than two years, that space may be wholly or partially reassigned. The department will strive to provide 9-12 months advance notice before the PI must vacate the occupied space. In such situations, the Chair will discuss the committee’s recommendations with the affected faculty member prior to a final decision. The faculty member will have an opportunity to describe his/her circumstances and program needs prior to a final decision by the Chair.

**Factors that may be** **considered** by Infrastructure Committee for *research space* allocation or reallocation to determine the need for a peer-review of space allocation to a faculty member, research project, or research area:

**Primary factors** *for research/laboratory space:*

1. Size of research team (grads, post-docs, technicians, undergrads, visitors) per square foot

2. Research expenditures per square foot

3. Indirect cost per square foot

4. Research awards per square foot

**Other factors** *that may be included:*

* Shared resources “nominally” assigned to a PI but used by multiple PIs and labs.
* Use of space for educational activities
* Funding trends and temporary causes (such as leaves)

**Factors** for *office space* allocation or reallocation:

1. Core departmental Faculty
2. Core departmental Staff
3. Active Emeriti faculty
4. Grads/post-docs (if no office space available, must find safe and suitable space in labs)
5. Research staff (if no office space available, must find safe and suitable space in labs)
6. Visitors

**Factors** considered by Infrastructure Committee for *educational space* allocation or reallocation:

1. Core
2. Elective
3. 499 students

**Factors** considered by Infrastructure Committee for *user facility space* allocation or reallocation:

1. Number of users/usage
2. New equipment acquisition
3. Equipment footprint

## Requesting New Space

If a faculty member finds that his/her allocated space becomes inadequate to meet research needs, she/he may initiate a request for new space. The process is to notify the Infrastructure Committee, who will perform an *ad hoc* review based on the above factors and metrics and = make a recommendation to the Chair.

For large proposals (e.g. Center grants or proposals large enough to fund three [3] or more new research personnel) it is the responsibility of the PI to discuss and negotiate space needs with the Chair and/or Infrastructure Committee before submission.

**The following outlines the procedure to request new space**

1. Faculty member(s) shall send a request additional or new space to the departmental chair and the Chair of the Infrastructure committee.
2. The Infrastructure committee will review the request and available space. Based on the space availability, and this group will make one or more recommendations for space assignment.
3. The Department Chair or Infrastructure committee chair, a selected representative from the Infrastructure Committee, and the PI will meet to discuss the proposed space assignment. If needed, multiple meetings will be held until the group comes to a resolution. In the case that a resolution is not found, the Chair will make the final decision.
4. The chair’s assistant will send a confirmation e-mail message to the PI, Infrastructure committee, and Department Chair on the space assignment.
5. The list of space assignments and floor plans included in a time-limited MOU will be written to reflect the new space assignment, if appropriate.
6. GeoSims will be updated, if appropriate