

College of Medicine Space Guidelines

Philosophy of Space Policy:

- Space utilization is to be assessed for each academic unit as a whole.
 - Research space is assigned primarily in relation to total costs (DC + IDC) generated.
 - Office space is assigned based on number of FTE faculty.
 - Administrative space is assigned based on academic allotment per FTE faculty.
- Underutilized/underfunded space is recovered from units based on formulae described herein.
- Reclaimed space will be identified at the discretion of the Dean and placed in the Dean's reserve.
- Requests for new space will be reviewed within the context of the COM strategic plan and only if current benchmarks for efficient space usage have been met by the requesting unit.

Units to which Space is Assigned

The Dean's office is responsible for assigning space to academic units, such as departments, centers and programs. The Dean's Research Council Space Committee serves as advisory to the Dean on all issues related to space at the COM. Space will not be assigned to an individual faculty member by the Office of the Dean. As described further below, it is the responsibility of the Director of the unit to assign space to individual faculty.

- 1.) Assigning space to a department, center or program allows flexibility for space assignment by the Director to faculty who are critical to a program but may have limited funding.
- 2.) Recruitment space, research incubator space and core facilities can be designated by the director of the unit as needed.

Stewardship of Space within Units

The assignment of space to an academic unit places the responsibility for the stewardship of the space with the Director of the unit. A space committee composed of faculty within the unit should be established to advise the Director regarding space allocations.

It is expected that:

- Academic unit space committees will proactively solve space issues within their unit to maximize efficiency.
- The academic unit space committees will act to increase the community of science within the unit.

Cataloguing Space

Laboratory:

Wet bench

Dry Bench

Core support (dishwasher, autoclave, darkroom, centrifuges, tissue culture, freezers)

- Within academic unit
- Shared between academic units
- Fee for Service Cores (not assigned to any individual academic unit: assigned to the COM)

Office space:

Faculty offices

Administrative:

Space for all administrative staff (includes UA, UMC and UPI staff in the academic unit)
Fellow/post-doc/student desks outside of laboratory/Conference Rooms/eating spaces/libraries/on-call space

Determination of Current Space Allocations:

Calculate total amount of laboratory, office, and administration space per program at baseline

The Policy for Space Allocations

Laboratory Space – Academic units are allocated laboratory space based on Total Award Dollars (direct + indirect costs) generated by the academic unit and annualized over the preceding three year period.

- Benchmark will be determined based on the Total Award Dollars (TAD) divided by the total Net Square Feet (NSF) of laboratory space for each academic unit at the beginning of each fiscal year.
- The median TAD/NSF across all academic units will serve as the benchmark.
- Recoup space when 3 year TAD/NSF is 25% or more below bench mark
- Total amount of NSF recouped will equal 50% of the deficit. For example for 30% below – recoup 15% of NSF.
- Criteria will be adjusted to account for junior faculty
 - 450 NSF of laboratory space per junior faculty (1.0 FTE) will be protected for 3 years from date of hire.
 - Calculation for an academic unit will be modified as follows: total dept TAD's – TAD's contributed by junior faculty / total academic unit laboratory NSF – 450 NSF x the number of eligible junior faculty (1.0 FTE)

Office Space – Academic units are allocated a fixed amount of office space per faculty member

- Faculty member is defined as 1.0 FTE with an appointment in a clinical, tenure or research track position. Titles include Lecturer, Instructor, Assistant Professor, Associate Professor and Professor.
- One office per faculty member.
- ABOR Guidelines recommend 120-160 NSF per full time faculty member.
- In general, Emeritus faculty are not assigned office space unless they have substantial extramural funding.

Administration Space – Academic units are allocated a baseline amount of space for administration

- Benchmark will be determined based on the NSF of Administration space divided by the number of FTE faculty as defined above.
- The median NSF/FTE Faculty across all academic units will serve as the benchmark.
- Recoup space when 3 year NSF/FTE faculty is 25% or more above bench mark
- Total amount of NSF recouped will equal 50% of the surplus. For example for 30% above – recoup 15% of NSF.

Monitoring Policy

- Review of data on a quarterly basis by the DRCSC with recommendations to the Dean regarding availability and location of space within the Dean's reserve.
- Annual review:
 - Administrative Unit's Space Committee to conduct annual review of their unit's space and report back to their Department Head/Center Director, the DRCSC and the Dean regarding space issues as they relate to:

- Data verification provided by the Dean's office
 - Faculty activities
 - Planning
 - Recruitments
- DRCSC will be available to
 - Consult regarding policy issues
 - Assist the Dean in resolving disputes between academic units.
 - Provide input and recommendations regarding space utilization and redesign if requested by academic units.
- The COM Dean recoups space if the academic unit deviates (underperforms) from the benchmarks as indicated above.

New Space Requests

- The academic unit will only be considered for an award of additional space if they demonstrate a need for the space and if they meet or exceed the benchmarks as indicated above.
- Space requests will be met based upon space availability, timing and how the request fits within the context of the COM strategic plan.
- Recruiting space will generally come from within the academic unit's existing space. Should additional space be required, it will be assigned from the Dean's reserve at the discretion of the Dean.

Cost Issues Related to Space Allocations

- Departments/Centers losing space based on underperformance will be responsible for all costs associated with vacating the space for future assignment (including issues related to Risk Management).
- Departments/Centers receiving space are responsible for all costs associated with renovations of and moves into the newly assigned space.
- Responsibility for costs associated with relocations required to meet programmatic goals of the COM will be determined by the Dean.

Appeal Process for Space Assignment:

An appeal process to the Dean of the College of Medicine will be established for Department Heads and Unit Directors to appeal the decisions made regarding space allocation. Appeals will be more favorably considered if they are framed within the context of the stated policy, rather than as an exception to the stated policy.