

Biology Research Space Allocation Policy

Revised May 16, 2008

Preamble

Research space is an institutional resource to be used in support of the research mission of the University. For the purposes of this policy, research space is defined as that space used in the conduct of research and is considered to include all space used by personnel involved in the research, including faculty researchers, undergraduate and graduate students, postdoctoral students, research assistants and associates, and technical and managerial staff. Classroom and teaching laboratory space used predominantly for instruction, are not considered to be research space. While instruction does occur in most research laboratories, instruction alone is not sufficient to justify the occupancy of research space.

The Research Space Allocation Policy supports the concept that all tenured and tenure-track faculty should be actively involved in the production of new knowledge through research but also understands the many costs associated with building and maintaining research space and the limited availability of quality research space in the Department of Biology and across the University. The Policy provides guidelines and procedures to assist those responsible for making space allocations and, in so doing, provides faculty with a clear understanding of the criteria used in allocating research space, the circumstances that may result in space reallocations, and the steps that will be taken when research space reallocations become necessary. Research space is typically assigned to individual faculties and, in turn, to individual academic departments. As research has become more interdisciplinary in nature, however, the sharing of research space by faculty and students from different academic departments has become more common. The Research Space Allocation Policy encourages the sharing of research space.

While every attempt will be made to provide faculty with reasonable space to carry out their scholarly activities, priority must be given to faculty with strong, productive programs of research, as measured by refereed publications, invited scientific presentations and colloquia, external research grants and contracts, number of graduate students, and other research-productivity measures deemed appropriate. When the demands for research space exceed the space available, those faculty who do not qualify for Graduate Faculty Status will be the first to lose research space. As valid needs for research space increase, those Graduate Faculty who are not currently making productive use of their laboratory facilities, as measured by the criteria listed above, may be required to vacate their research space. In anticipation of such events, efforts will be undertaken to develop "shared-use laboratories" that can be used cooperatively by individuals pursuing related research interests.

The allocation of research space to departments is made by the Dean of Science in consultation with the Department Chairs. Research space allocations within departments are made by Department Chairs, but may be reviewed periodically by the Dean. The sharing of research laboratory space by faculty within an academic unit is determined by the department chair. The sharing of research laboratory space by faculty from different academic units will be negotiated by the Dean and all involved department chairs. Through the annual review process, each faculty member will receive a written statement addressing the likelihood that he/she will retain research space during the coming year. Those faculty likely to lose research space will also receive a written explanation of the reasons for the anticipated space reallocation.

A. Purpose

This policy is designed to support the goal of efficient and productive utilization of research space in the Department of Biology facilities.

The Department must foster our research and teaching missions through effective utilization of research space. Research space should be assigned in such a manner as to promote cooperation, collegiality, and synergy in both the teaching and the research enterprises.

Research space should be assigned to foster the stability and quality of research. The effective distribution of space will be maintained by periodic review of the utilization and need on both an individual and a programmatic level. This policy will promote transparency, fairness, and uniformity as well as provide flexibility to the Department for programmatic decision-making.

B. Definitions

Research Space: Research space includes any space used primarily for investigative work. Such space includes wet and dry laboratory space, dedicated research office space, computer or microscopy areas, animal housing, and common equipment areas.

C. Ownership of Space

The guiding principle of this policy is that all space is University space, in recognition of the fact that the University owns the space and assigns it to Faculties for specific functions to support and further the University's academic mission and priorities.

As a corollary, space constructed with funds from external resources belongs to the University and is assigned to a unit to meet its current needs consistent with the University's priorities; participation in external fund raising does not automatically entitle an individual or a unit to a perpetual or exclusive right to use of space, although the contribution is considered in the assignment of space. Generally, units are assigned research space based on their needs.

Needs will be assessed on a regular basis, and research space may be reassigned in the future if the Department's and/or University's needs change.

D. Stewardship of Space

The Department Chair will hold primary and final stewardship responsibility for office and lab research space assigned to the Department of Biology.

E. Assignment of Space

1. The Chair will assign research space to individuals and programs with consideration given to recommendations provided by a Department of Biology, Space Committee. The committee will have at minimum four faculty members. The committee recommendation will be based on an assessment of the needs of individual investigators, programs and the Department. The committee will report their recommendations to the Chair for final allocation. Space assignments within the Department will be the primary responsibility of the Chair. The criteria considered for the appropriate assignment of space will include:

a. Total research support. The total research support is an important index of the research activity in a particular unit. However, total dollar amount of grants is often mitigated by the nature of the research performed and the particular requirements of the investigator.

b. Total research quality, productivity, and impact.

These important, but less quantifiable criteria include:

- 1) favourable reviews by a funding agency
- 2.) publications including research reports, conference presentations, and publications (particularly those in high-quality, high impact journals and citation data)
- 3) service on peer review committees, editorial boards, and recognition from both within and outside the University.

c. Evidence of collaborative work with other units, colleges, divisions, or with other universities and external agencies.

d. Programmatic needs of the Department and the University.

2. Reassignment of Research Space: The Department's goal is to promote the effective and stable utilization of space to promote quality and productivity in research. However, based on growth and contraction of individual research programs, it is anticipated that reassignments of research space will be required. Circumstances that may lead to reassignment of space include:

- Underutilization or a legitimate demand by another group or individual researcher.
- Reduction in personnel or loss of funding. Although an attempt should be made to provide a faculty member one year from loss of funding to re-establish support before the space is considered for reallocation.

3. Assignment of Research Space for New Recruits: For new recruitment, research space will be identified at the Department level and expectations for utilization will be provided, as well as information about review and reassignment. New recruits may be assigned research space in the absence of external funding for a start-up period, usually three years.

4. Requests for Additional Research Space: Faculty members shall make requests for additional research space to the Department Chair. Each request shall include:

- 1) The programmatic need for the additional space;
- 2) The steps that have been taken to address these programmatic needs within the current space allocation
- 3) The source(s) of funding for the program, including new funding that might have precipitated the need for more space.

If, after the review by the Chair, the need can not be met within existing facilities, reallocation of research space will occur.

F. Review and Reassignment of Research Space Distribution

Review of Research Space: A periodic review of each faculty member's research program will occur every year.

G. Review

This policy shall be reviewed by the Chair of Biology and the Dean of Science every 5 years or as organization or responsibilities change.