Policy for Research Space Allocation

Guiding Principles

Faculty in the School of Veterinary Medicine shall be assigned research space consistent with the expectations of their Professorial title series (with priority given to the Professor series), the needs of their research program, and the availability of research space. It is the responsibility of the department Chair/unit Director to negotiate research space with each faculty member and to accommodate the needs of research programs of those faculty members congruent with the goals of the department/unit and the School's strategic plan and administrative policies.

Because University and state building planning guidelines are based on tenure track faculty positions, assignment of space to faculty in other title series will depend on available space, securing extramural funds with indirect cost support that are independent of a tenure-track faculty member, and department/unit strategic and academic plans. Implicit in these guidelines then, is a specific responsibility of faculty developing extramural funding requests that involve program growth, specifically the intended addition of faculty in the Professional Research series or academic federation faculty titles, to a priori have such space needs approved by the Chair/unit Director to provide appropriate advanced planning prior to funds being awarded.

Private office space will be assigned to the Chair/Unit Director based on total tenure track faculty in the Department or Unit. Allocation of private office space will be prioritized by the Chair/Unit Director with preference given to tenure track faculty. In buildings with open office floor plans, faculty in the Professional Research series will be assigned to modular workspaces, as will postdoctoral trainees and Project Scientists and other research support staff where a dedicated office type workspace is needed.

With faculty retirement or resignation, office and research space assigned to that position will initially revert to the Dean for consideration for reallocation to the department or unit, or may be assigned to other School programs depending on approved faculty renewal plans. First priority of office and research space in the case of retirement or resignation will be to the department or unit of the departing faculty, but in such cases justification for retention of the space must follow principles and priorities outlined in this policy document. Emeritus faculty will only be assigned research and office space if they have an actively funded program consistent with the space allocation guidelines in this document.

The Dean has the ultimate responsibility for the administration of all School space and shall accommodate the identified departmental and faculty research needs as resources permit. Written space requests and issues will be initially considered by the Chairs and the Building Research Space Oversight Committee (B-RSOC). Space requests and issues resolved by the building RSOC and Chairs need no further administrative review. Space requests or issues that involve space or space issues beyond the building of the
original request will require review by the School of Veterinary Medicine (SVM-RSOC) who will advise the Dean who will decide and document in writing any final decisions or terms of space use. The Dean shall seek the advice of the SVM RSOC in the acquisition and utilization of research resources including, but not limited to, the use and assignment of research laboratory space.

Building Federations that Define B-RSOCs

The following buildings that house substantial research and support space will be consider for B-RSOC status and have representation on the SVM-RSOC*:

Building 3A
Building 3B
Center for Companion Animal Health Building (CCAH) and VME 2 (as one federation)
VMTH
Tupper Hall

*Any SVM research spaces not designated in the above B-RSOCs will be reviewed and governed by the SVM-RSOC.

**Programs and centers with research space involving jointly managed programs, e.g., Center for Comparative Medicine, Mouse Biology Program, etc., will be managed in collaboration with any principles and policies of partnering schools or university administrative units.

Definition of Research Space

Space is designated as ‘research space’ in the University’s building space assignment report and is annually reviewed and subject to modification as needed. Therein, space is assigned either to a department (departmental space), unit (unit space) or to the school (school space) for their respective use, supervision, and maintenance.

Departmental or unit space is obtained by negotiation between the Dean and the department Chair or unit Director. This space is the primary space available to departments or units for assignment to faculty in harmony with the priorities of their current departmental or unit strategic research plans. Departmental or unit space is administered by the Chair or Unit Director, in alignment with departmental or unit governance policies and its efficient use are regularly assessed by the Dean or designate.

The Dean shall supervise new research space added through construction, and this space shall be designated as school space until it is assigned to an academic department or unit for a specific faculty member and/or for a specific research program. During this assignment, that research space shall be designated as departmental or unit space and shall be administered by the department or unit according to its patterns of administration.
or governance documents. Upon completion of the terms of the agreement or its extension(s), this research space shall be returned to the Dean. School space shall be assigned to research faculty on a competitive basis according to the priorities of the current School strategic research plan.

**Research Space Oversight Committees**

To assure the best advice possible, and because of the special sensitivity of space assignment and use issues, each department/unit or federation of departments/units that share building space shall establish a committee identified as the Building Research Space Oversight Committee (B-RSOC), which, on behalf of the department Chairs/unit Directors, shall deal with research space assignment issues. This B-RSOC shall consist of one faculty member from each academic department/unit that occupies the building. Each committee member shall have senior faculty rank (associate or full professor level) and shall have extensive research experience with significant extramural research funding. A candidate shall be nominated by each department according to its patterns of administration and shall be appointed by the Dean for a term of up to five years. This appointment may be renewed. The faculty members of the B-RSOC will elect a chair who will take minutes and communicate findings to the Chairs/Unit Directors in a timely manner.

Should the B-RSOC find it difficult or impossible to resolve a space issue, the issue will be referred to the broader SVM-RSOC, which will be composed of one representative of the collective membership of the B-RSOCS, thereby having broader representation. The representative of the B-RSOCS will be elected by the local B-RSOCS and named prior to any meetings of the SVM-RSOC. The SVM-RSOC will be advisory to the dean for final resolution of space issues. The Associate Dean for Research and Graduate Studies shall serve as the representative of the Dean and as a non-voting member and resource to the SVM-RSOC. The Dean will document any decisions and communicate to all parties involved and record with the VMDO.

**Research Space Assignment and Reassignment Procedures**

The primary responsibility for assignment of departmental or unit research space to individual faculty or research programs rests with the Department Chair(s) or Unit Directors. In buildings with shared space, the primary responsibility will be a federation of Department Chairs, Unit Directors, and the B-RSOC. Mutual agreements between faculty members that share space or equipment are expected to occur frequently and may not require further review unless space is required beyond that assigned or utilization of space impacts other faculty, staff, or students in assigned space who are not in agreement.
Space requests and issues must be written and will be initially considered by the Chairs/Unit Directors and the B-RSOC committee.

Space requests and issues resolved by the B-RSOC and Chairs need no further administrative review, but must be recorded and communicated to the Veterinary Medicine Deans Office (VMDO).

Space requests or issues that involve space or space issues beyond the building of the original request will require review by the SVM RSOC.

All RSOCs shall access to all relevant databases and both departmental and School research space assignment documents. The RSOCs may inspect all relevant research space, and shall receive and compile information on current use of relevant research space from the Department Chair(s)/unit Director(s) as needed.

Final written recommendations of the RSOCs will be decided by majority vote of committee members. Minority opinions will be allowed to comment in writing their concerns, but must do so in writing as an attached addendum (no more than one page) to the meeting minutes or any report from the committee.

Guidelines for Assignment or Reassignment of Research Space

The following priorities for use of research space shall be considered by the RSOCs in their deliberations:

- School tenure-track faculty funded as principal investigators by multiyear extramural research support funds that provide monies for the full indirect costs of the project. University Office of Research defines full indirect costs as the current negotiated rate for conventional research projects and clinical research projects.

- Newly hired School tenured track faculty who have substantial research time commitments outlined in their offer letter and who are supported by startup packages compatible with this research commitment. Newly hired School faculty without primary research commitment may be accommodated by departmental research space.

- School tenure-track faculty funded as principal investigators by multiyear extramural research support funds, which provide monies for partial payment of the indirect costs of the project.

- School tenure-track faculty funded as principal investigators by internal research support funds wherein indirect costs are not provided by the grant award.

- School tenure-track faculty formerly funded as principal investigators by external research support grants and who are actively seeking renewal funding or new
research grant support. It is anticipated that these faculty will provide the committee with materials (copies of grant proposals, critiques, etc) which document this effort. It is anticipated that the faculty person may need a period of up to 2 years without funding.

- School tenure-track faculty formerly funded as principal investigators by internal research support grants who are actively seeking renewal funding or new research grant support. It is anticipated that these faculty will provide the committee with materials (copies of grant proposals, critiques, etc) which document this effort. It is anticipated that the faculty person may need a period of up to 2 years without funding.

- Faculty in the Adjunct Professor or Professor In-Residence series without a split appointment in the tenure track series will be assigned space consistent with the guidelines for tenure track faculty.

- Faculty in the Professional Research series will be assigned space consistent with the guidelines for tenure track faculty.

- Faculty in the Professor of Clinical ___ series engaged in research requiring space will generally be expected to be accommodated within research space assigned to tenure track faculty in the discipline. In exceptional circumstances, faculty in this series may be assigned individual research space if program demands warrant separate space, provided such space is available.

- If School research space is available and there is no demand for this space by School tenure-track faculty, research space may be made available to faculty in other Schools of the university who have a documented collaborative relationship with one or more School of Veterinary Medicine faculty. Further, if space is available after this priority has been met, excess research space may be made available to other Schools of the university on a fee-per square foot basis, at the discretion of the Dean of the School in consultation with the Executive Committee and the Associate Dean for Research and Graduate Studies.

**Recommended Guidelines for Reduction or Loss of Assigned Research Space**

Because of the limited availability of research space, its utilization will be reviewed and justified regularly in accordance with strategic research plans and unsatisfied space needs. It is likely that faculty members will have periods of reduced or loss of research funding during their academic careers. This event shall not be used as the sole determinant of research space occupancy. Rather, the faculty member shall be given ample opportunity to develop further funding for his or her research program to continue. Therefore, departmental considerations for research space re-assignment should be based also upon documentation of the occupant's research plans and probabilities of
success in developing research funding. Whenever possible, a period of two non-funded years shall be granted to the faculty member. Research space may be shared with other faculty or re-assigned to other faculty members as recommended by the Department Chair/unit Director or, if necessary, by the Dean upon recommendation by the RSOC.

Confidentiality

The work of the any RSOC is confidential and communications from or decisions reached from the RSOCs must be treated as confidential.