

Space Policy, School of Natural and Behavioral Sciences

Committee Members: Maggie Ciszowska (Chair), Dan Eshel, Ken Miyano

Approved by the NBS Chairs on October 10, 2013

Allocation of spaces within the School (offices and research labs) should be decided on by the Dean. The Dean has an authority to reallocate spaces between departments according to the priorities specified by this policy.

Reallocation of spaces within departments is the responsibility of department chairs.

Office Spaces

Office spaces should be allocated based on the following priorities.

1. Full time professors (all ranks)
2. Full time Lecturers
3. Full time substitute instructors and graduate teaching assistants (shared spaces)
4. Adjunct instructors (shared spaces)
5. Retired faculty members (shared spaces). *Retired faculty members with significantly funded research programs should be allowed to keep their offices.*

Additional recommendations:

- Utilization of office spaces should be reviewed by the Dean's Office every 2 years.
- New full time faculty members must be provided with an office space.
- Graduate students and research associates should be provided space within their research supervisors' laboratories.

Research Laboratories

Research lab allocation should reflect the extent of research activities as indicated by research productivity (publications), external funding, number of graduate and undergraduate students and research associates, etc.

Priorities for laboratory space within the School:

1. New full time faculty members.
2. Productive, research active faculty members (as indicated by publications, students, etc.) with significant external funding (when they request and need additional space).
3. Other research active faculty who are productive but do not carry significant funding.

Additional recommendations:

- Utilization of research labs should be reviewed by the Dean's Office every 6 years.
- Laboratory spaces with fume hoods should be allocated to faculty members whose research requires ventilation via fume hoods.