

College of Sciences Policy

SUBJECT: Space Assignment	Effective Date: 09/03/14	Policy Number: COS002-1.2
	Supersedes: COS002-1.1	PAGE OF
	Responsible Authority: Dean	

POLICY STATEMENT

General

1. The assignment of all space in a unit is the responsibility of the Chair/Director. The initial assignment of space is normally negotiated with the Chair/Director at the time of hire.
2. The Chair/Director may initiate changes in space assignments as the needs of the unit dictate. The Chair/Director may include input from the Dean's office as well as from the unit's space committee or other advisory group as appropriate.
3. The chair/director will inform the Dean's office of any proposed change in space utilization [i.e., changing the purpose of the space or faculty assignment in the case of research laboratory space] and/or changes involving telecommunication, data network, HVAC, or electrical systems. Such changes will be communicated by the college to Academic Affairs Space Planning, Analysis & Administration as appropriate, in order that the University Inventory of Spaces can be updated.
4. The Dean, in consultation with an affected unit, may reassign space from one unit to another as needed to resolve space requirements within the College.

Research Space

- Each unit with research laboratory space will have a written process in place, approved by the college, for assigning/reassigning research space. The Chairperson/Director may make use of an advisory committee for this purpose but whether or not such an advisory group provides input to the chair/director, the process used to make such decisions will be published to the unit faculty.
- Chairs/Directors are expected to reassess the appropriateness of research space assignments, as needed, and to incorporate research productivity data of the faculty assigned to such space(s) as decisions regarding new research space demands emerge for the unit.