

UNIVERSITY SPACE POLICIES PROCEDURES AND GUIDLINES

Title/Subject: Faculty Space Assignments

Applies to (check all that apply): Faculty Staff Students N/A

Proposal Date: August 2018

Procedure Guideline

Management of Space assigned to Colleges, Academic Units or Departments:

All physical facilities belong to the University of California Regents and are assigned to a college, academic unit or department. Current users or occupants of the facilities do not own the space but may have control as delegated by the Provost/Executive Vice Chancellor. A particular college, department or school assigned to space operated by the University is subject to change. Should a need for space arise, it is incumbent upon the authority of the college, academic unit or administrative units to initially attempt to resolve the needs within the spaces allocated to the unit. Should a resolution not be feasible, a space request can be submitted to the office of Space Management for further consideration

<https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zPOXAVJLcnxUU8bxMpldioc4wquRUME01R1M1QUo1MjIjBTUg3TzIxU0ZWNjZSMC4u>

Requests must include evidence of an internal evaluation of space that verify that adequate space does not exist within the resources already available to the school, program or administrative unit. This evaluation must be rigorous and must include shared space, storage space, etc. If you require help or guidance with this process, contact the office of Space Management.

Written justification for the space requested must accompany the evaluation. It must include information about the new or expanded program that requires the space, the schedule, whether the requested space is temporary or permanent and funding.

All requests will be acknowledged upon receipt.

POLICY:

Faculty, with an active research or creative project or program approved by the relevant dean(s), should be assigned suitable space to carry out their responsibilities. If space has been provided to a research or project team, the principle investigator will be primarily responsible for ensuring that the space is utilized in accordance with the assignment approval. Shared support space such as cold rooms, dark rooms, tissue culture, autoclaves, etc. are shared among a number of researchers and should be assigned and administered at the unit or college level. At the discretion of the college, laboratory research space also could be shared space. Furthermore, the location, type, and amount of research space will be made at the discretion of the unit and the college in accordance with their needs and priorities. It is also acknowledged that this space is finite and assignment decisions will need to be made on the basis of unit, college, and university priorities with the potential outcome of some space needs not being met. Although, any faculty member subjected to research or creative activity productivity review in their performance evaluations can assume access to space and infrastructure, the space

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assignment might not include an independent laboratory. All space assignments can and may be adjusted on the basis of productivity and competing priorities of the involved unit, the college, and or the university.

PROCEDURE:

1. The process of allocating space for faculty should include: department chairs, college space assignment committee (if applicable) and departmental facility manager or coordinators (responsible for the validation of data in FMS). The office of Space Management remains a campus resource, if needed. Once space has been identified, it is strongly advised that any and all changes to space assignments be communicated to the office of the Dean. **For new hires, it is strongly advised that references to specific space assignments not be included in faculty offer letters as these are subject to change (s) and/or modification(s) should the identified spaces not be suitable for the research needs.**

2. Periodic walk-throughs should be conducted by the departmental space representatives and should include conversations about space needs with faculty and staff. Questions about space usage that arise during the walkthrough should be addressed to the relevant occupant. Results of the survey will be used to make recommendations to the chair regarding space reallocations and other possible changes (e.g., upgrades via minor modifications).

3. The Facility Management System (FMS) is used to manage and capture campus space information. Information captured during space walkthroughs needs to be updated as soon as possible. FMS can be accessed via the following link: <https://fms.ucr.edu/archibus/login.axvw>

First time users and departments requiring specialized reports should contact the office of Space Management at 951-827-2126.

Approved by (name & Title):

Signature: _____

Date: