

Integrative Biology Policy on Space Usage and Assignment

Approved by faculty vote, 10/19/2004

1. Because labs in IB are so different, no formula of the type suggested by the CACB for allocating space is applicable. Some research programs require large equipment and hence more space regardless of how many people work in the lab. The chair has to be aware of the basic space needs of different research programs. In allocating and reallocating space, the chair has to decide how much will be gained if the allocation to an individual faculty member is increased and how much will be lost if the allocation is decreased. Assessment of gain and loss should take account of the effect on a faculty member's contributions to the department through undergraduate, graduate and postdoctoral training, research productivity and extramural funding, and of the effect on the department through recruitment and retention.
2. No lab should be allowed to grow disproportionately. Active faculty should not be given space for more than 6 IB graduate students, 2 technicians and 2 postdoctoral researchers at any time. Requests for additional space within a lab for undergraduates, graduate students in other departments and graduate programs, adjunct faculty, emeritus faculty and visiting scientists have to be judged on a case-by-case basis, but those requests should in general not result in increased space allocation.
3. The space usage and needs of active faculty should be reviewed by the chair when requested and at the time merit cases are considered. Faculty preparing merit cases should discuss their space needs in a separate letter to the chair submitted with the merit case. This letter should be read by the internal review committee that evaluates the merit case for the chair. That committee should comment on space usage and needs in a separate letter to the chair that would not be a part of the merit case forwarded to the dean.
4. Because grant proposals submitted by faculty have to list the space and facilities needed to carry out the proposed research, the chair should review the space commitments made in proposals before co-signing them to ensure that the proposed research does not require more space than will be available to the investigator and that the proposed commitments of space are consistent with the department's overall goals and plans for faculty recruitment. Proposals from retired faculty, faculty who are planning to retire before the end of the proposed research, and adjunct faculty, and multiple proposals from the same faculty member, should be given particular attention.
5. The department should eliminate the current system of identifying research space assigned to IB as shared space, VLSB core space, or research center space, and replace it with a system in which all shared research space is jointly assigned to groups of 3 or more active faculty.

* The supervisory groups will be responsible for the maintenance, replacement or disposal of equipment in the jointly assigned space. They will have to decide how access and financial responsibility is divided among users and to find additional sources of funding when necessary.

* Jointly assigned research space and the equipment in it should be available to all IB faculty and members of their labs. Users of jointly assigned space will be expected to share in the financial responsibility for that space.

* The department should not be financially responsible for equipment in jointly assigned space.

* Users from other departments should be charged for their usage.

* Faculty should not put their own research equipment in jointly assigned space unless they intend to allow others to use it.

* Space allocated to newly recruited faculty should include explicit specification of what jointly assigned space they will have access to and become partly responsible for.

* The chair should create, maintain, and distribute annually a list of jointly assigned space, the equipment available in it, and the people responsible for it.

6. Space needs for retiring faculty should be agreed upon with the chair before retirement. Retired faculty will be expected to reduce their space needs within two or three years of retirement, as remaining students and postdoctoral fellows leave.

7. Space for adjunct faculty should be in space assigned to individual active faculty or, with the agreement of the responsible faculty, to jointly assigned research space.

8. Faculty with similar research interests should consider ways to combine and jointly use space, particularly for housing graduate students and storing equipment for field work, thereby freeing space for new faculty and probably creating a more collegial atmosphere for students.

9. The chair should appoint a faculty committee to be concerned with space issues. The committee would advise the chair when asked and compile and distribute information about jointly assigned research space.

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