

CNAS Committee on Research & Instructional Space
Principles, Process and Criteria
(Updated after May 2018 meeting; shared at C/D Jul 2018; additional input from faculty
August 2018)

GOALS

The principles outlined below should be applied to meet our academic mission in research, teaching and service. In research, the main goal is to increase faculty success. The right location with the right neighbors with the right equipment should lead to increased faculty success as defined by research productivity, new grants, equipment access, and mentoring opportunities. In teaching, the goal is to optimize the use of instructional space to best enhance student learning outcomes.

GUIDING PRINCIPLES FOR MANAGING SPACE

- All space is owned/governed by the Provost. According to APM-245 Appendix A, the Department Chair is delegated authority to make space assignments. Once the faculty member vacates their current space, that space is directly reassigned to the Provost. The Provost will consider requests to obtain that space for department/college use.

Research space

- Align space use with academic planning. Collaborate with departments, colleges and campus to consider upcoming hires and separations
- Space allocations should foster collaborations and promote/enable research themes. Moreover, space allocations should enable mentoring of faculty and students, when possible.

Instructional space

- Class schedules for each quarter must be considered.
- Instructors should first consider campus-managed space, and then consider CNAS-managed space.

PROCESS FOR REQUESTING SPACE

Research space

- Given that campus space is allocated by the Provost to the Dean, and the Dean apportions space to Departments for assignment by Chairs (APM-245), space requests from individual faculty should be submitted to the Department Chair, who is responsible for managing that assigned space. Department Chairs and Directors can also initiate space requests.
- The Chair or Director endorsing or making the request will provide the Dean a one-page proposal delineating how the requested space (a) is consistent with the

department/program academic planning and (b) reflects cross-disciplinary/multidisciplinary research, where appropriate.

- The Dean, in consultation with Divisional Deans, will review, appraise, and prioritize proposals according to the principles above and pursue Provost approval (when needed) to support appropriate requests.

Instructional space

- When campus-managed space is not available, instructor and/or department Chair will first review the pool of CNAS-managed space. CNAS currently has pool of ~50 conference/seminar rooms and classrooms to accommodate 5-50 students. A master list is available for viewing on “CNAS Prime” under “Facilities and Safety”. Scheduling spaces is scheduled through the departmental “Contact” listed for identified spaces.
- Chair (or designee) requests space from other Department in pool with available room.
- Department gets first priority to Department-centric space.
- If conflicts arise, CNAS will arbitrate.

CRITERIA FOR EVALUATING SPACE REQUESTS

- For research space, in addition to meeting the needs of the individual faculty member requesting the space, the request should demonstrate credible collaborations among multiple faculty and/or disciplines, where appropriate.
- Exhibits efficiency in use of non-financial resources (e.g., sharing of support spaces and/or equipment).
- Displays a strategic investment of funds for physical renovations and/or modifications.
- Demonstrates need related to the academic mission (research/teaching/service).

STILL TBD:

- How to deal with vacated/abandoned space
- Policy for emeriti faculty members
- Center/Institute space requests/assignments and role of directors in managing space (eg, IIGB)
- Consideration of biosafety issues and compatible/incompatible activities