

## School of Medicine Procedure: Space Allocation and Management

*Associated Policy: UConn Health Center Space Management Policy*

*Responsible Office: Office of the Dean, School of Medicine (SOM)*

### 1 **Purpose**

This procedure outlines the steps for allocating, reviewing, and reassigning laboratory and academic space within the School of Medicine (SOM) to ensure optimal use of facilities in support of the academic mission. It is recognized that special circumstances and situations may arise that require modification of existing space and assignments.

### 2. **Authority and Delegation**

- a) The Dean of the SOM holds final authority over all space assignments in the SOM.
- b) Delegation: The Dean may delegate oversight to the Associate Dean, Department Chairs, or Center Directors.
- c) Reversion: Any space vacated due to loss of funding, faculty departure, or programmatic changes reverts to the Dean for reassignment.

### 3. **Laboratory Space Assignment Process**

Laboratory space is assigned based on a "coterminous with funding" model.

#### Step 1: Departmental/Center Allocation

- a) Initial Request: Chairs/ Directors submit space requests to the Dean based on programmatic missions or guaranteed funding.
- b) Term: Assignments are typically made for 5-year intervals.
- c) Annual Review: The Dean's office conducts a quantitative and qualitative review of departmental space every year.
- d) Justification: If space is used for program development (not yet funded), the Chair/ Director must provide written justification for the allocation during the annual review.

#### Step 2: Faculty-Level Allocation \*

- a) Agreement: Chairs/Directors execute a space agreement with individual faculty for a 3-year term (or the duration of a grant).
- b) Calculation of Need: Space is assigned using the following metric guidelines:

Funding Status	Typical Square Footage (Lab + Office)
NIH R01 (or equivalent)	450 – 750 sq. ft.
Each Additional R01 Equivalent	+ 400 – 500 sq. ft.
Small/Intramural Grants	Proportional to R01 (may require shared space)
New Faculty	Per start-up package/programmatic requirements

- Note on Flexibility: Due to the architectural constraints of SOM buildings, space may not always be contiguous. The Dean’s office reserves the right to assign discontinuous laboratory space to maximize facility utility.

#### 4. **Management of Funding Interruptions**

If a faculty member loses funding, the following "Conditional Occupancy" procedure applies:

The Department Chair/Center Director may grant a grace period for reapplication.

- a) Requirement: Faculty must demonstrate an active "wherewithal" to conduct research (e.g., pending submissions, pilot data).
- b) Duration: This period shall not exceed 3 years.
- c) Approval: Must be approved by the Dean.

#### 5. **Other Academic Space (Offices & Admin)**

- a) Allocation: The Dean assigns administrative and conference space to units based on personnel headcount.
- b) Standards: Individual office assignments must align with UConn Health Center Space Management Policy Appendix B.
- c) Review: Office space efficiency is evaluated during regular departmental reviews as mandated by SOM Bylaws.

#### 6. **Dispute Resolution (Appeals)**

If a faculty member or Department Chair disagrees with a space decision, the following steps must be taken:

- a) Submission: Direct a formal written appeal to the Standing Space Appeals Committee (SOM committee).
- b) Committee Composition: 7 full-time SOM-paid faculty (4 Clinical, 3 Basic Science) serving 3-year terms.

c) Timeline:

1. The Committee reviews the grievance and submits a recommendation to the Dean within 30 days.
2. If the appellant is unsatisfied with the Committee's decision, they may escalate via the UConn Appeals Mechanism [(Health Center Appeals Committee (HCAC))] within 30 days of the Dean's decision.
3. Status Quo: The appeals process does not stay or delay the reallocation of space; Dean's initial decision stands while the appeal is pending.