

University of Connecticut School of Dental Medicine Space Policy

Introduction

Space, whether laboratory, office or teaching-related, is a valuable resource of the University of Connecticut Health Center and its School of Dental Medicine (SDM). The *University of Connecticut Health Center Space Management Policy* allocates space to the SDM to meet its academic missions, whereas this Space Policy guides the allocation of such space to Departments, Centers and individual faculty. The intent of this *University of Connecticut School of Dental Medicine Space Policy* is:

- 1) to develop simple measures of the need for space and mechanisms for its assignment, which recognize specific types of faculty space requirements, research, collaborations, shared facilities, and the extent, duration and lapses of support, etc.;
- 2) to assign space for defined periods of time only; and
- 3) to require regular reviews of space assignments to Departments, Centers, individual faculty, and other programmatic initiatives.

This policy strives for flexibility in space assignment (space may be gained or lost or regained) and through its implementation promotes the advancement of knowledge, the institution and its faculty. Space policy implementation shall not over-react to funding transients nor, it is hoped, heighten stress but, rather, shall enhance the SDM's ability to respond to changing research priorities at the national and institutional level.

Control of Space

The Dean of the SDM has sole authority to assign space allocated to the School through the *University of Connecticut Health Center Space Management Policy* by the Executive Vice President. The Dean may choose to confer with or to delegate some or all of this authority to other individuals, e.g. the Associate Dean for Research, Department Heads, Center Directors, et al.

Laboratory Space

Laboratory space, whether wet or dry, will be assigned, in writing, for defined periods as follows: first, by the Dean, to Departments and Centers and, second, by the heads of these Departments and Centers to their faculties. Occupancy of space is contingent upon its effective use. Although there are undoubtedly many measures of effective use, in general, use cannot be justified without funding. Thus, space assignments will customarily be coterminous with funding. Allowance will be made for temporary interruptions in funding, reapplication, etc. To retain laboratory space during a funding lapse, an investigator must demonstrate good-faith efforts to secure support by prompt

resubmission(s), improving reviews, identification of alternative fund sources, productivity during the lapse, etc. The period of unfunded occupancy, however, shall not exceed three years and will be allowed at the discretion of the Department Head or Center Director. In addition, it is recognized that collaborative projects that can be accomplished with minimal funding warrant the assignment of space.

Assignments to Departments and Centers: Normally, these assignments will be made for five years or for other periods consistent with programmatic missions or guaranteed funding. Department Heads and Center Directors must justify their allocation of space when assignments are inconsistent with funding, e.g. when space is used for program development, recruitment, or other initiatives. Space assignments to Departments and Centers will be reviewed, quantitatively and qualitatively, every year by the Dean. In addition, effective use of existing space and future space needs will be assessed as part of regular departmental and center reviews. Potentially, unused and under-used space may be reassigned by the Dean as a consequence of such reviews. The accuracy of space and funding databases will also be reviewed, periodically, with the assistance of the offices of Finance and Campus Planning, Design and Construction. Vacated space will revert to the Dean for reassignment. Any space assigned to the SDM through the *University of Connecticut Health Center Space Management Policy* over and above that determined strictly by dollar-density calculations will be used, short term, for purposes such as authorized recruitment, development of new research initiatives, redress of previous space inequities, etc.

Assignments to Faculty: Agreements between Department Heads and Center Directors and their faculties will be for three years, or for a longer period of time during which research funding can be reasonably assured. All assignments must be documented in writing and renegotiated at their expiration. It is the occupant's responsibility to justify any new space requirements, e.g. to support new grant submissions, to their Department Head or Center Director, who will take such requests to the Dean. Although the amount and type of space required varies with the character of research and the configuration of available space, approximate guidelines for space assignment follow. The judgment of need for space by Department Heads and Center Directors will be of paramount importance in applying these guidelines.

The amount of space assigned will be roughly proportional to funding. This proportionality may extend to faculty who do not conduct research as their principal academic activity, e.g. those in the Clinician Scholar or similar track. These faculty members' funds may contribute to the support of their mentors' laboratories, or they may pool their funds across Divisions and Departments, and share that space supported by such pooled resources. Combining limited funds in support of shared laboratory space facilitates the research efforts of minimally-funded faculty, of whom some research productivity is expected.

Guidelines for Space Assignment:

- A) An NIH RO1 or equivalent, e.g. multiple smaller grants, fellowships, etc., will warrant assignment of between 450 and 750 square feet of laboratory space, which should include an office.
- B) Each additional grant, equivalent to an RO1, **may** warrant an additional 400-500 square feet of space. It is expected that the use of shared support space for equipment, tissue culture, microscopy, etc. will lead to adjustments of space, including deductions. These space increments are intended to be contiguous, but this and the provision of all space deserved depend on its availability.
- C) Grant awards smaller than A) and B), e. g. intramural, Departmental, Center, and all other support, will warrant space that is roughly proportional to that in A). Although it is recognized that to be useful there may be a minimum space assignment, shared space may be employed if awards are too small, by calculation, to merit an entire laboratory.
- D) The space assigned to new faculty will be consistent with their level of support, including start-up funds, with allowance for programmatic requirements.
- E) The intent of this SDM space policy is to support faculty, whose principal academic activities are in research. Thus, as indicated in C), space will be assigned to all research faculty so long as their wherewithal to do research is demonstrable to their Department Head or Center Director. No fixed amount of space is guaranteed; only that space will be assigned which is essential for the work proposed. These faculty space assignments will be reviewed annually.

The architecture of the buildings may not lend itself to assignments of contiguous space, although this is the goal. Thus, changes in the amount of space assigned may not occur simply by the expansion or contraction of existing laboratories, but may require movement to a distant site; a funded investigator's laboratories may not all be adjacent.

In the event of a significant increase or decrease in the amount of space the SDM is entitled to, e.g. as the result of the first application of the dollar-density calculation, it is expected that space will be reassigned by the Dean to Departments and Centers on a pro rata basis. The heads of the Departments and Centers will, in turn, adjust the amounts of space assigned to their faculty members, also pro rata. Although it is intended that those who contribute the most funding will be assured of space in proportion to their contributions, this approach will allow the Dean, Department Chairs and Center Directors flexibility to adjust space assignments to support new and existing faculty and Signature and Strategic initiatives.

Other Research-related and Academic Space

The Dean will allocate to Departments and Centers other space needed to support the academic mission of the SDM. Such space includes, but is not limited to, departmental and center administrative offices, shared equipment rooms, faculty offices, conference rooms, etc. Where appropriate and possible, office space assigned to individuals shall not exceed the guidelines in Appendix B of the *University of Connecticut Health Center Space Management Policy*. Based on availability of space and its configuration, smaller assignments of office space may be necessary. All faculty are guaranteed workspace; they are not guaranteed a private office. The continued allocation of other research-related and academic space will be reviewed as part of regular departmental and center reviews. The SDM has already adopted a policy governing space for emeritus faculty.

Resolution of disputes over space assignments

In the event of a dispute over the allocation of space to either a Department or Center or to an individual faculty member, an appeal may be directed to a Standing Space Appeals Committee. This committee shall consist of five (5) full-time faculty, one (1) from each of the three (3) dental departments and two (2) from the basic science departments. Election to the committee will be conducted by the Dental Council. The committee members shall elect their chair. When presented with an appeal or grievance, the committee shall make a recommendation to the Dean within one month. If the appellant or grievant is not satisfied with the Dean's action on the committee's recommendation, they may avail themselves of other Health Center or University appeal processes.

Submitted by a Faculty Committee September 19, 2005

Reviewed by Dental Council February 21, 2006

Approved by School of Dental Medicine Executive Council February 14, 2007

Approved by the UCHC Space Management Committee June 13, 2007