

## **University of Connecticut School of Medicine Space Policy**

### **Introduction**

Space, whether laboratory, office or teaching-related, is a precious commodity of the University of Connecticut Health Center and its School of Medicine (SOM). The *University of Connecticut Health Center Space Management Policy* is used to allocate space to the SOM to meet its academic missions. This space policy provides guidelines for the allocation of SOM-assigned space to Department, Centers and individual faculty. The intent of the SOM Space Policy is to:

- 1) develop a simple measure of need and corresponding assignment of space, recognizing specific faculty needs and space requirements,
- 2) assign space for defined periods of time only; and
- 3) require regular reviews of space assignments by Departments, Centers, and other programmatic initiatives.

The policy will strive for flexibility in space assignment (space may be gained or lost, or regained), and thereby promote the welfare of all faculty through optimal use of space.

### **Control of Space**

The Dean of the SOM has sole authority over assignment of space allocated to the school according to the *University of Connecticut Health Center Space Management Policy*. The Dean may choose to delegate some or all of this authority to other individuals (e.g., Associate Dean, Department Chair and/or Center Director) or groups. In general, space will be assigned for specified periods of time as outlined in this policy. However, it is recognized that special circumstances and situations may arise that would require modification of existing space assignments.

### **Laboratory Space**

Laboratory space (wet or dry) will be assigned in writing for defined periods at two levels: first, to Departments or Centers; and, second, to faculty. Occupancy of space is to be contingent on its effective use. Although there are undoubtedly many measures of "effective use", in general, use cannot be justified without funding. Thus, space assignments, will, in general, be coterminous with funding. Allowance for temporary interruptions in funding, reapplication, etc., may be made. However, the period of this conditional occupancy shall not exceed three years, and will be at the discretion of the Department Head or Center Director, with the approval of the Dean. In addition, it is recognized that there are projects of a collaborative nature, or that can be accomplished with minimal funding, that may warrant the assignment of space.

**Assignments to Departments and Centers:** Normally, these assignments will be made for five years or for intervals consistent with programmatic missions or guaranteed funding. It will be incumbent on Department Chairs and Center Directors to justify the overall allocation of space when assignments are not consistent with funding, as when space is used for program development 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/center reviews as required by the SOM Bylaws. Space may be potentially reassigned as a consequence of such reviews. As before, vacated space will revert to the Dean for reassignment.

**Assignments to Faculty:** Agreements between Department Chairs or Center Directors and their faculty will be typically for three years or for a period in which research funding can be assured. All assignments must be renegotiated at their expiration, and it is the occupant's responsibility to justify their new space requirements to the Department Chair/Center Director and, then, by them, to the Dean. The amount of space assigned will be roughly proportional to funding. It is recognized that the amount and nature of the space required varies with the character of the research and the configuration of the available space, but the approximate guidelines are as follows. The judgment of Department Chairs and Center Directors will be paramount in the interpretation of the guidelines with respect to space needs.

- 1) An NIH RO1, or equivalent (multiple smaller grants, fellowships, etc.), will warrant assignment of between 450 and 750 square feet of laboratory (including office).
- 2) Each additional grant (equivalent to an RO1) may warrant an additional 400-500 square feet. It is expected that the existence of shared support space (for equipment, tissue culture, microscopy, etc.) may lead to adjustments (including deductions) of space. These increments are intended to be contiguous, but this, and the capacity to fully provide all space deserved, will depend on its availability, although reasonable effort will be made to do so in a timely fashion.
- 3) Smaller grant awards, including intramural, Departmental or Center, and all other support, may warrant space that is roughly proportional to that indicated in A), although it is recognized that to be functional there may be an irreducible minimal assignment. Shared space may be assigned when the award is too small by calculation to yield functional laboratories.
- 4) The space assigned to new faculty will be consistent with their funding, including start-up funds, with due allowance for programmatic requirements.
- 5) The intent of the policy is to preserve the capacity of faculty, whose principal academic activities have been in research, to continue it. Thus, as indicated in C), space will be assigned to all research faculty so long as their wherewithal to do research is demonstrable to his/her Department Chair or Center Director. No

fixed amount of space is guaranteed; only that which is essential for the work proposed will be assigned. The assigned space may be shared. These assignments will be reviewed on an annual basis.

It is recognized that the architecture of the buildings may not lend itself to assignments of contiguous space, although this is the goal. On the other hand, changes in the amount of space assigned might not occur simply by the expansion or contraction of existing laboratory space, but may require movement to some distant site, and, in some instances, a funded investigator's laboratories may be discontinuous.

### **Other Academic Space**

The Dean will allocate to Departments and Centers space needed to support the academic mission of the SOM and the respective unit (i.e., department, center, etc.). Such space includes, but is not limited to, departmental/center administrative offices, shared equipment rooms, faculty offices and conference rooms. Where appropriate and possible, office space assigned to individuals shall not exceed that set forth in the guidelines provided 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. Faculty will be provided with office/work space consistent with their work assignments. The allocation of other academic space will be examined as part of regular departmental/center reviews as required by the SOM Bylaws.

### **Resolution of disputes over space assignments**

In the event of dispute over the allocation of space to either a department/center or an individual faculty member, an appeal may be directed to a Standing Space Appeals Committee. The committee shall consist of seven (7) full-time SOM-paid faculty (four (4) from clinical departments and three (3) from basic science departments). Election to the committee will be in accordance with the Bylaws of the SOM. Terms shall be three years. Members may serve no more than two consecutive terms. The committee members shall elect a chair. When presented with an appeal/grievance the committee shall make a recommendation to the Dean within two months. If the appellant/grievant is not satisfied with the decision of the committee, he/she may avail themselves of the Health Center's appeals mechanisms. This appeals process, however, will not interfere with or delay timely reallocation of space.

Revised by Dean's Council 5/19/08 to establish terms for Appeals Committee Members