

Title/Subject: Core Campus Space Procedures and Guidelines (Faculty Space Assignments)

Applies to (check all that apply): Faculty Staff Students N/A

Scope: These Guidelines and Procedures apply to all Campus Core Space.

Updated August 8, 2019

Management of Space assigned to Schools/Colleges, Academic Units or Departments:

All physical facilities belong to the University of California Regents and are assigned to a school/college, academic unit or department. Current users or occupants of the facilities do not own the space but may have responsibility as delegated by the Provost/Executive Vice Chancellor. A particular college, department or school assigned to space operated by the University is subject to change. Should a need for space arise, it is incumbent upon the authority of the school/college, academic unit or administrative units to attempt to resolve the needs within the spaces allocated to the unit. Should a resolution not be feasible, a space request can be submitted to Space Management for further consideration by the University Space Committee (USC).

<https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zPOXAVJLcnxUU8bxMpldioc4wquRUME01R1M1QUo1MjIjBTUg3TzIxU0ZWNjZSMC4u>

Requests must include evidence of an internal evaluation of space that verify that adequate space does not exist within the resources already available to the school/college, program or administrative unit. This evaluation must be rigorous and must include shared space, storage space, etc. If you require help or guidance with this process, contact Space Management.

Written justification for the space requested must accompany the evaluation. It must include information about the new or expanded program that requires the space, the schedule, whether the requested space is temporary or permanent and funding.

All requests will be acknowledged upon receipt and will follow the posted Space Request process.

General Guidelines:

Faculty with an active research, creative project, or program approved by the relevant dean(s), should be assigned suitable space to carry out their responsibilities. If space has been assigned to a research or project team, the principle investigator will be primarily responsible for ensuring that the space is utilized in accordance with the assignment approval, and in compliance with building, fire/life safety, and other applicable codes.

Support spaces such as cold rooms, dark rooms, tissue culture rooms, autoclaves, etc. may be shared among researchers and should be assigned and administered at the unit or school/college level. At the discretion of the school/college, laboratory research space may also be shared. Furthermore, the location, type, and amount of research space will be assigned

at the discretion of the unit and school/college in accordance with their needs and priorities. It is also acknowledged that space is finite and all space requests may not be met. Although, any faculty member subjected to research or creative activity productivity review in their performance evaluations can assume access to space and infrastructure, the space assignment might not include an independent laboratory. All space assignments may be adjusted on the basis of productivity and competing priorities of the involved unit, school/college or the University.

PROCEDURE:

1. The process of allocating space for faculty should include: department chairs, college space assignment committee (if applicable) and departmental facility manager or coordinator (responsible for the validation of data in FMS). Space Management remains a campus resource, if needed. Once space has been identified, it is strongly advised that all changes to space assignments be communicated to the Dean's office.

For new hires, it is strongly advised that references to specific space assignments not be included in faculty offer letters as these are subject to change or modification should the identified spaces not be suitable for the research needs.

2. Periodic walk-throughs should be conducted by the departmental space representatives and should include conversations about space needs with faculty and staff. Questions about space usage that arise during the walkthrough should be addressed to the relevant occupant. Results of the survey should be used to make recommendations to the chair regarding space reallocations and other possible changes (e.g., upgrades via minor modifications).

3. The Facilities Management System (FMS) is used to manage and capture campus space information. This information should be updated by departmental transactors and reviewed for accuracy.

Authorized users can access FMS via R'Space or the following direct link.

<https://fms.ucr.edu/archibus/login.axvw>

New system users and departments requiring specialized reports may contact Space Management for additional assistance at 951-827-2126.

Links to Existing Emeritus and Professor of the Graduate Division Faculty Space Policies:

Emeritus faculty who continue active involvement within the department may be provided space per campus policy 650-17-1:

Department chairs are responsible for the equitable distribution and optimum use of space for academic departments. Emeriti/ae may apply annually (with special justification, for more than one year) to the department chair, defining and justifying the requested space and associated support requirements.

When feasible, and consistent with other department needs, office and laboratory space can be provided to emeriti/ae professors to continue their teaching and/or scholarly or creative work. The department chair shall consult with the dean in assignment of space for emeriti/ae.

<https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=650-17-1>

Professor of the Graduate Division faculty may be provided space per Academic Senate policy:

Office / laboratory / clinic / studio space will be negotiated between the PGD faculty and department chair or research center leadership and dean.

<https://senate.ucr.edu/emeriti/02.%20PGD%20Program%20Overview.pdf>