School of Life Sciences (SOLS) Space Assignment Policies

General
Research and office space assignments should be discussed first with the School of Life Sciences Associate Director for Facilities (ADF), with final authority resting with the School of Life Sciences Director. The ADF may seek input from the SOLS Facilities Committee in space allocation decisions. Office and lab assignments for individuals other than tenure-track faculty members/Academic Professionals (APs) are all single-year assignments. However, for individual hires by multi-year external awards, longer terms are possible. Such individuals (non tenure-track) will not be moved during their tenure in SOLS unless necessary.

Research Laboratory Space
Research space will be assigned to faculty members who have their tenured home in SOLS. Research space may also be provided to research faculty members if they have strong collaborative interactions with one or more SOLS faculty members. The type and amount of research space will be determined according to the requirements of the research program, the number of people working on the project, and the degree of external funding. The location of the research laboratory will depend on what space is available, but if possible, will be in close proximity to other research projects utilizing similar shared equipment or approaches.

Office Space
SOLS will provide office space to support the research and teaching missions of the school. However, because space is limited, priority for office space will be given to those with the greatest need and greatest likelihood of supporting the SOLS mission. Many life science labs have significant office space for researchers. It is critical that these spaces within the labs be used when possible for housing lab personnel.

Note: Generally, SOLS can only provide standard furniture; the user must fund specialized furniture.

Other office space assignment guidelines:

1. Office space will be assigned to SOLS faculty members and APs, as well as to research faculty members with adequate research funding and strong collaborative interactions with one or more SOLS faculty members. Square footage for a standard faculty office is about 120 square feet. Offices for faculty members will be located as close to their research space as practical.
2. Space needs for faculty members who have joint appointments with tenure homes outside of SOLS will be determined on a case-by-case basis. In general, office space outside of the Life Science buildings is included in the faculty member's space allocation. SOLS faculty members who have offices and labs outside of SOLS and who use offices in the Life Sciences on an occasional basis for office hours or collaborative discussions, may be assigned shared offices if space is limited.

3. Faculty associates and others hired for temporary teaching assignments will be assigned shared space in a shared facility that can be used for office hours.

4. If space is available, postdocs, technicians and grant-funded administrative personnel will be housed in shared space as close to the lab as practical. Approximate office space will be 45 square feet. Centers will be accommodated based on need, available space and funding. Assignment authority will rest with the SOLS Director.

5. All TAs will have space for holding office hours. If space is available, graduate students who do not have access to space in a lab or other office will be assigned to a shared office space (typically about 35 square feet).

6. Undergraduate students will not be assigned office space except in extraordinary circumstances (e.g. a SOLS faculty member without any research lab space is funding an undergraduate full-time in the summer to conduct research).

7. Situations not covered here (Emeritus Faculty members, research faculty members without external funding, visiting scholars, etc.) will be considered on a case-by-case basis.

Non-SOLS Faculty Members
Although research and office space within the Life Science complex is typically assigned only to faculty members with all or part of their appointment in SOLS, space may be allocated to non-SOLS faculty members under special circumstances and following a formal request from the CLAS Dean and Chair of the respective faculty member’s department. Such assignments are temporary, at the sole discretion of the SOLS Director and based on the recommendation of the Facilities Committee, and subject to periodic revision, with an annual review of the agreement. If a non-SOLS faculty member is to have all of her/his space in SOLS, it is expected that among other conditions discussed and agreed upon by the Director, the Chair, and the Dean, at least 50 percent of the departmental share of indirect costs from all research funds of the non-SOLS faculty member will be transferred to SOLS.

Non-SOLS Centers
Contributions by centers that are not administratively housed in SOLS, but will use SOLS’s space, will be determined by the ADF in consultation with the SOLS Director and the Executive Committee on a case-by-case basis.
Faculty members with shared appointments in another unit
These faculty members are eligible for SOLS-administered space, but it is expected that they will contribute to SOLS a percentage of their departmental indirect costs based on their percentage of appointment, or a fee for the services provided by Facilities based on SOLS policies at the time.

Updated: April 2015, R. Gxiola