

Research Space Reallocation Procedure

This procedure will be used for the reallocation of research space, including space for research centers. It does not apply to teaching laboratories or offices, although reclassification of laboratory space as teaching, mixed or research space may occur as part of this process.

How to initiate a request for Space Reallocation:

Intra-Departmental Reallocation: Reallocation of research space within a department may be initiated by the Chair, Dean or Provost's office.

Intra-College Reallocation: Reallocation of research space within a college that involves more than one department or center may be initiated by the Dean or the Provost's office.

Inter-College Reallocation: Reallocation of space from one college to another may only be initiated by the Provost's office.

All requests for space reallocation must be based on the research space policy approved by the faculty senate on 3/10/15.

As such, requests for reallocation should address the five criteria identified in the policy:

- 1) Impact on carrying out the goals of the Universities strategic plan.
- 2) Evidence of productivity such as previous and/or potential new funding, publications, citations, museum and gallery displays/exhibitions.
- 3) Expected research income per assignable square foot per year.
- 4) Expected indirect cost recovery per assignable square foot per year.
- 5) Number of personnel using the space.

Process

Chair Initiated

The Chair makes a recommendation to the Dean for space reallocation. The affected investigators are notified and are given the opportunity to respond to the recommendation.

The Dean makes a recommendation to the Associate Provost for Research and Economic Development.

The recommendation is reviewed by the Assistant Vice Chancellor for Campus Master Planning.

The Associate Provost approves or denies the recommendation.

Dean Initiated

The Dean makes a recommendation for space reallocation to the Associate Provost for Research and Economic Development.

The chairs of the affected departments or center directors are notified and are given the opportunity to respond to the recommendation.

The recommendation is reviewed by the Assistant Vice Chancellor for Campus Master Planning.

The Associate Provost approves or denies the recommendation.

Provost's Office Initiated

The Associate Provost for Research and Economic Development makes a recommendation for space reallocation.

The affected Deans, department chairs and center directors are notified and are given the opportunity to respond.

The recommendation is reviewed by the Assistant Vice Chancellor for Campus Master Planning.

The Provost approves or denies the recommendation.

March 19, 2018