Space Allocation Policy

Purpose:

The Standing Committee for Facilities and Budget of the SMBS Faculty Council was charged to revise the space allocation policy for the SMBS. An efficient policy for space management is needed to accommodate an anticipated increase in research faculty and grant funding. Monitoring space usage is also important for negotiations of indirect cost rates with funding agencies. Space allocation in the SMBS must be reviewed periodically to achieve efficient use.

The aim of the space management policy is to apply the criteria described below equitably across all departments within the School of Medicine. Ultimately, the Provost controls all space; individual departments or schools do not “own” space. All schools in the University will be developing space allocation polices and SMBS has taken the initiative to develop a consistent space policy. The policy will be reviewed at 3-5 year intervals.

Policy:

1.0 Office Space:
All regular full-time faculty will have access to office space: ~ 125-150 sf per faculty member will generally be considered sufficient office space. Offices for lab and support personnel will be considered on a case-by-case basis and require specific justification.

1.1 Emeritus Faculty: In general, a faculty member who retires will not be assigned office space. Exceptions may be made when retired faculty continue to provide valuable teaching, research or service to the School. A request for office space must be made to the Sr. Associate Dean for Faculty Affairs and Facilities, who together with the Ad Hoc Space Committee will make a recommendation to the Dean. Emeritus space assignments will be reviewed on an annual basis with reconsideration of the space allocation being done on the anniversary of the initial assignment. It is the responsibility of the Emeritus Faculty to notify and discuss with the Sr. Associate Dean for Faculty Affairs and Facilities at least one month in advance of the anniversary date if additional time will be requested.

1.2 Volunteer Faculty: A volunteer faculty member who is providing valuable teaching, research or service to the School may be assigned office space following written petition by the Department Chair to the Sr. Associate Dean for Faculty Affairs and Facilities, who together with the Ad Hoc Space Committee will make a recommendation to the Dean. Volunteer space assignments will be reviewed on an annual basis with reconsideration of the space allocation being done on the anniversary of the initial assignment. It is the responsibility of the Volunteer Faculty to notify and discuss with the Sr. Associate Dean for Faculty Affairs and Facilities at least one month in advance of the anniversary date if additional time will be requested.
2.0 **Research Space:**
Faculty will be allocated research space appropriate to their research needs. The two criteria that will be used in assessment of space needs will be: (1) total direct costs of externally funded grants or other monies dedicated to research efforts, and (2) research-related scholarly activity. Shared use of research space will be considered whenever practicable.

2.1 Space for new faculty will be determined by the Sr. Associate Dean for Faculty Affairs and Facilities in consultation with the appropriate department Chair and will take into consideration their startup funds and their existing grants. The combination of startup funds and existing grants will be used to assess total funding for the purpose of space allocation.

2.2 Faculty with annual direct cost funding of ~$150,000 will be eligible for ~1000 sf of research space to accommodate up to five FTE staff/students (including the PI). Those who support more than five FTE staff/students will be eligible for an additional ~150 sf per FTE as needed. Additional criteria that will be considered include the size of an individual grant portfolio and unusual equipment needs, as well as the standard lab sizes in existing space and specific needs related to clinical research. Space will be determined by the Sr. Associate Dean for Faculty Affairs and Facilities in consultation with the appropriate department Chair with advice of the Ad Hoc Space Committee as needed.

2.3 Faculty with funding of less than ~$150,000 in direct costs per year will be allocated space by the Sr. Associate Dean for Faculty Affairs and Facilities in consultation with the appropriate department Chair, with advice of the Ad Hoc Space Committee as needed, according to their research needs.

2.4 Unfunded faculty may request access to research space through their department Chairs. Space assignment will be determined by the Sr. Associate Dean for Faculty Affairs and Facilities with the advice of the Department Chair and the Ad Hoc Space Committee as needed. Criteria to be considered would include history of research funding, quality and number of recent grant submissions, the need to generate data for grant submissions, collaborations with funded faculty, and the use of research space for teaching purposes and undergraduate research.

2.5 Emeritus Faculty: In general, a faculty member who retires will not be assigned research space. Exceptions may be considered on a case-by-case basis following petition to the Sr. Associate Dean for Faculty Affairs and Facilities in consultation with the appropriate department Chair, with advice of the Ad Hoc Space Committee as needed.

2.6 Volunteer Faculty: In general, a volunteer faculty member will not be assigned research space. Exceptions will be considered on a case-by-case basis following petition to the Sr. Associate Dean for Faculty Affairs and Facilities in consultation with the appropriate department Chair, with advice of the Ad Hoc Space Committee as needed.

2.7 Qualified Faculty: Faculty members who hold a qualified rank (research, clinical, adjunct, lecturer, visiting scholar) and perform teaching or research in connection with an academic program may request office and/or research space from their department Chair, who will then
make a request to the Sr. Associate Dean for Faculty Affairs and Facilities who will consider the request in consultation with the appropriate department Chair, with advice of the Ad Hoc Space Committee as needed. Space for funded qualified faculty will be determined using the criteria described in 2.2.

2.8 Changes in funding and/or staffing will not necessarily result in an immediate change of space allocation.
   1. Faculty who temporarily lose funding will be allowed to remain in their research space, although their funding status will be reviewed on a 3-5 year basis. Such reviews may result in a change in the size of their research space including loss of all laboratory space.
   2. Faculty can request a change in research space whenever there is a change in funding status.

2.9 Without a change in funding, the research space for a faculty member may be reduced or relocated if there is an identified need for the space for another programmatic function. Alternate space will be made available.

3.0 Other Research Facilities: Research Centers, Core Facilities, or Multi-user shared research facilities that have been allocated space by the Dean or the Dean’s designee to manage internally will be allowed to do so and should adhere when possible to the criteria described in 2.2. The space allotment for such Research Centers and other facilities remains subject to the Dean’s approval and will be reviewed at 3-5 year intervals by the Sr. Associate Dean for Faculty Affairs and Facilities with consultation of the Ad Hoc Space Committee as needed.

3.1. Requests for space for new or expanding Cores or Centers should be made by the Director or other responsible senior administrator, or department Chair as appropriate, to the Sr. Associate Dean for Faculty Affairs and Facilities who will consider the request in consultation with the Ad Hoc Space Committee as needed.

3.2. Expected changes needed to make the space appropriate for the stated activity should be outlined in the request (ie. facilities or design changes) (see 7.0 and 8.0 below).

4.0 Leased Space: Leased research/teaching space in hospitals and affiliated facilities not owned by the University at Buffalo will be managed in accordance with their respective space policies and, whenever possible, with this policy. The Sr. Associate Dean for Faculty Affairs and Facilities in consultation with the Vice President for Health Sciences or his designee will provide advice on space use when requested by affiliated facilities.

   1. Requests for leased space at UB or an affiliated facility or hospital must be made to the Sr. Associate Dean for Faculty Affairs and Facilities, who will then consult with the Dean of the School of Medicine and Biomedical Sciences. If the request is deemed appropriate, the School will make a request to the Vice President for Health Sciences to render a decision on space leases.
   2. UB Capital Facilities and Space Planning will negotiate and provide leases for on-campus space use by affiliated entities.

5.0 All space in the rooms and buildings under control of the SMBS is under the jurisdiction of the Dean, and no space allocation should be regarded as permanent.
6.0 Procedures for requesting space changes:

6.1 The Dean’s Office will administer this policy and the Dean will appoint an Ad Hoc Space Committee to work with the Sr. Associate Dean for Faculty Affairs and Facilities to help implement the policy.

6.2 The procedure for faculty to request space is:
   1. Faculty should discuss their space needs with their Chairs and come to an agreement.
   2. The Chair will make a request for space changes to the Sr. Associate Dean for Faculty Affairs and Facilities / Facilities Planning Management Officer.
   3. The Sr. Associate Dean for Faculty Affairs and Facilities will discuss the request with the Ad Hoc Space Committee as needed.
   4. The Sr. Associate Dean for Faculty Affairs and Facilities will then make a recommendation to the Dean for approval.

6.3 In an instance where a faculty member and his/her Chair do not agree on required space, the faculty member can submit a written request for a change in space allocation to the Sr. Associate Dean for Faculty Affairs and Facilities, who will take the request to the Ad Hoc Space Committee for consideration and their recommendation.

7.0 Changes to Space Use:

7.1 Any changes in the use of space or facilities that entails conversion of research space into office space or vice versa needs to be requested in writing through the Chair and to the Sr. Associate Dean for Faculty Affairs and Facilities. This does not include the moving of an extra desk into a lab area or the rearranging of desks or benches or equipment or other such minor changes in space use. The request for conversion of space should include a needs assessment supporting the change.

8.0 Structural Changes to Space:

8.1 Any structural changes to space in the School must be requested in writing to the Chair and to the Sr. Associate Dean for Faculty Affairs and Facilities. The request must include a needs assessment for the individual or program involved to support the changes.
   1. A request must be accompanied by a completed UB Small Scale (Rehab) Space Renovations Request form out of the UB Office of Space Planning and Facilities Planning and Design. This form should first be submitted to the Sr. Associate Dean for Faculty Affairs and Facilities. The form can be found at: http://apb.buffalo.edu/space/pdf/SmallScaleCapitalRehabRequest.pdf
   2. Costs associated with UB Facilities or outside contractors enacting the proposed changes may fall to the end user.

8.2 If the user enacts structural changes to School space without prior approval, he/she will be held accountable for any costs required to return the space to its former condition, or to correct any and all building code violations that may result.
9.0 Faculty and Departmental Responsibilities:

9.1 In anticipation of faculty departure or laboratory relocation, appropriate disposal or relocation of all chemical and biological waste, chemicals, radioisotopes, supplies and equipment is the responsibility of the faculty member.

9.2 In the event that the faculty member has not adequately fulfilled this obligation, the department in which the faculty member is/was a member will be charged at commercial rates for all costs incurred in the appropriate disposal or relocation of such items.

9.3 All keys or access cards must be returned to the Sr. Associate Dean for Faculty Affairs and Facilities upon faculty departure or space being vacated.

10.0 Use of SMBS research space for research not administered through UB Research Foundation or UBF:

10.1 In general only grants that are administered through UB are eligible for research space administered by the SMBS. Exceptions may be made if the Senior Associate Dean for Faculty Affairs and Facilities and the Dean determine that such research is of significant benefit to the SMBS and/or if it is agreed by all parties that subsequent renewals of the grant will be administered through UB.