Research Space

**Guiding principles of research space assignments**
- The Biological Sciences Department is committed to providing needed research space for tenure-track faculty.
- The Department will always strive for a balance between meeting the needs of the faculty for dedicated space to conduct research and the general limited availability of research space.
- The research needs of the faculty will be matched to the extent possible to the facilities of particular laboratories.
- The Biological Sciences Department is committed to providing a common research space for FERP and Emeritus faculty who can justify the need.
- As the research needs of the department change, research space allocation will be assessed by the Space Policy Committee in conjunction with the Chair of the Department.
- In assigning/re-allocating research space, the level of external support as well as productivity of the research activity will be considered.

**Faculty to whom space is assigned (priority coincides with numbered list)**
1. Full-time, tenure-track faculty;
2. FERP faculty with sufficient external support to fund a research program, and who continue to mentor students;
3. Emeritus faculty (beyond FERP years) with sufficient external support to fund a research program, and who continue to mentor students; and
4. Non-tenure track faculty with sufficient external support to fund a research program, and who mentor students; and
5. FERP, emeritus faculty or non-tenure track faculty with sufficient external support to fund a research program.

**Periodic reviews of space assignments**
- When necessitated by space requests or when deemed necessary by Department Chair and/or the Space Policy Committee.

**Request process**
In anticipation of an increased need for research space or to maintain space beyond retirement, faculty should submit a justification to the Space Policy Committee composed of:
- A description of the new research activity that will be conducted in the space;
- The anticipated effect of the new research upon student training;
- The new/expected extramural funding that will be supported by the space; and
- The number of likely publications coming from the research in the new space.

**General criteria considered for research space assignment**
- Research involving graduate/undergraduate students
- Publications
- Extramural funding, such as NIH, NSF, DoE, DoD, ARI, foundation grants and/or industry contracts
- Applications for extramural funding
- Presentations at conferences
Office Space

Guiding principles of office space assignment
It is recognized that faculty and staff need office space. Not only is office space important in meetings with students, it is where faculty prepare for teaching, compose publications and grants, and store their scholarly materials. Full-time staff members also require office space to perform many of their assigned duties. An adequate office is critical for success. Faculty and staff to whom office space is assigned are (priority coincides with numbered list):

1. Full-time, tenure-track faculty
2. Full-time staff members (including visiting scientists and those supported by external funds)
3. FERP faculty
4. Non-tenure track instructional faculty
5. Emeritus faculty (beyond FERP) who continue to teach, conduct research, and/or mentor students
6. Adjunct faculty. Office space will be provided to adjunct faculty only if all other space needs are met, and the Department has unassigned space.

The Department will provide independent office space to all full-time, tenure-track faculty members as well as full-time staff members. Depending on space availability, others may receive independent office space or may share office space.

Graduate Student Space
Many graduate students in the Biological Sciences Department also serve as Teaching Associates. The Department, therefore, has an obligation to provide office space for these students. In general, common office spaces will be designated for graduate students.

This policy was approved unanimously by the faculty of the Biological sciences Department on Tuesday, October 9, 2012.