

Academic & Research Space Allocation Guidelines

College of Arts and Sciences

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Academic Space

Tenured and tenure-track faculty are allocated one solo office (normally ~120-150 sq.ft.), with any additional office space being shared.

Graduate students, PTTIs, FTTIs and postdocs are normally allocated shared office, with ~35-45 sq.ft. each for graduate students and PTTIs and ~60 sq.ft. each for FTTIs and postdocs.

Retired faculty who are research-active may be allocated shared office space, subject to the availability of such space and annual review by the department chair and relevant associate dean.

Research Laboratory Space

Departments should help optimize their use of laboratory space by creating shared core facilities whenever feasible.

The allocation of research laboratory space is dependent upon external funding and approval of the department chair & research dean.

Research-active tenured faculty are normally expected to generate external funding of at least ~\$60 per sq.ft. per year for research lab space allocated to them.

Research-active tenured faculty without significant external funding for 4 years may be assigned a basic lab unit (~250-300 sq.ft.) or a roughly equivalent shared lab space.
(To be implemented within 2 years of adopting guidelines).

Faculty without active research programs will not be allocated research lab space.

Shared lab space is included in the space budgets of faculty using such lab space.

Lab space is not to be used for long-term storage.

Retired faculty with significant external funding may continue to use the labs allocated to them for the duration of such funding, subject to the guidelines above and annual review by the department chair and relevant associate dean.

Retired faculty who are not externally funded must decommission and vacate their labs by their retirement date.

Faculty who plan to leave the University must decommission and vacate their labs before their departure.

Faculty who are vacating labs will have primary responsibility for leaving such labs in reasonable condition for the next occupant; the associated department will have secondary responsibility for the condition of the vacated lab.

Research lab allocations which differ significantly from these guidelines will be associated with MOAs which describe the funding expectations.