

**College of Science
San Jose State University
Space Utilization Policy**

Approved by COS Council of Chairs on 5/7/15

Introduction

Physical space is allocated to the College of Science to enable the faculty and staff to perform their job responsibilities in furtherance of the University's mission. Tenured and tenure-track (T/TT) faculty are responsible for teaching, engaging in research, and engaging in service activities (such as student advising, committee service, professional service, community outreach, etc.) Lecturers are responsible for teaching, although they may elect to engage in research or service activities. Non-academic staff are responsible for fulfilling their individual job duties in support of the College and the university mission. The space utilization policy for the College of Science has been developed based on the principle that space should be allocated to individuals to enable and facilitate the conduct of their professional responsibilities.

1) University Space

All campus space belongs to the University, not to any individual, department, or college. Generally, the University empowers the colleges with space utilization decisions, the colleges empower the departments, and the departments empower individual faculty and staff.

2) Authority to Make College Space Decisions

The authority to make space decisions within the college resides with the Dean or designee. The College of Science Space Committee, with representation from each department, may serve as an advisory body regarding space decisions, at the Dean's discretion. This policy is being developed to establish college consensus on the basic principles of space utilization as an aid to the Dean in making such decisions.

3) Categories of Space

Generally, space can be divided into three categories: mission critical (including teaching lab space, faculty research space, faculty office space, lecturer and teaching assistant (TA) office space, departmental office space, instrumentation space, service center), mission facilitating (including lecture demo prep space, lab prep space, storage, support space for training grants), and other legitimate space uses (including emeritus faculty office/lab space, and space for external organizations such as Santa Clara County Biotechnology Education Program (SCCBEP), or the student affiliate chapter of professional societies. The priorities are: mission critical > mission facilitating > other legitimate.

- 4) Minimum Tenured and Tenure-Track Faculty Research Laboratory Space
Each T/TT faculty member engaged in laboratory research who wishes it, is entitled to a minimum ~220 square feet (sf) of suitable laboratory space to permit his or her continuing scholarly research. For this discussion research is defined as scholarly activity contributing new knowledge to a field, and that is disseminated freely to other scholars (by publication, presentation at meetings, etc.). Faculty who have decided not to continue research are encouraged, but not required, to cede all or some of their allocated research space back to their department or the College for reallocation.
- 5) Requests for Other Research Laboratory Space
Other research space may be allocated to individual faculty (including T/TT faculty requesting additional space beyond the minimum, lecturers, or other research staff requesting research space) in proportion to their need, if available. Similarly, if a faculty member's research effort shrinks, research space used by that faculty member in excess of the minimum in (4) should be returned for reallocation, as needed by the department or college. Additional research space may be requested of the department chair. The chair (possibly in consultation with the appropriate departmental committee or the Dean) can assess the utilization of departmental research space for possible reallocation by considering the following factors: type of work conducted (i.e. hood, laser tables, etc. have specific minimum space needs), number of student researchers, research funding, publication record, tenure status (i.e. providing resources, including research space, to enable our untenured colleagues to succeed in research is a high priority).
- 6) Location of Research Space
When possible, some consideration should be given to locating research space according to collaborative needs, i.e. having people that share instrumentation frequently near each other and the instrument. Consideration should also be given to minimizing the distance between a faculty member's office and her/his laboratory.
- 7) Minimum Tenured and Tenure-Track Faculty Office Space : Goal
Note: It is recognized that because of non-ideal configurations of some current faculty offices, individual offices for all T/TT faculty members in the College is not immediately achievable. Nevertheless, assembling an infrastructure to allow every full-time T/TT faculty member to have a private office is a College goal and will be included in planning.
Every full-time T/TT faculty member should have a private office of a minimum of 100 sf. This is justified by a number of factors, including (a) the sensitive nature of the materials we work on, including employee files (containing, e.g. social security numbers of research assistants), Retention, Tenure, and Promotion or other personnel files, and student transcripts/advising; (b) the need for faculty to hold small, private meetings in their offices, such as with faculty candidates or research students (c) the

fact that private faculty offices are standard at other universities, so we would be at a competitive disadvantage for recruiting new faculty if we did not do the same; (d) if the faculty are to maintain scholarly activity, then we need a quiet space for uninterrupted, thought-intensive activities such as grant proposal or paper writing.

8) Faculty with Other than Full-Time Appointments

Faculty with T/TT status, but with other than full-time appointment, including people with appointments split between departments, people with Faculty Early Retirement Program (FERP) appointments, and emeritus faculty, or faculty whose home college is not in Science, may be provided space in accordance with their needs, as available. Each request should be evaluated individually by the appropriate chair, being mindful of the principles described above relating to the distinction between mission critical, mission facilitating, and other legitimate use of space. A detailed guideline regarding allocation of office and research space for emeritus and FERP faculty is attached at the end of this policy.

9) Minimum Office Space for other Teaching Staff

All lecturers and other teaching staff, including teaching assistants and visiting faculty, are entitled to desk space. However, this desk may be shared. Additional space may be allocated, as available, and commensurate with the nature and extent of the academic assignment, as determined by the chair of the department in which these staff have appointment.

10) Staff Space

Staff are entitled to private desk space when possible and additional space may be allocated according to their work assignment.

11) Space for Instrumentation

The nature of some fields of science is such that instrumentation is required for teaching and research. Accordingly, space must be allocated for teaching and research instrumentation. People requesting space or infrastructure changes (i.e. power, water, cooling, etc.) for instrumentation, regardless of whether it is to be acquired by grants, donations, etc., must request such space *in advance* of agreeing to accept the instrumentation. For example, such needs must be included clearly on the routing sheet for grant proposals.

12) Storage Space

Common space storage (excluding formal archives) is only for items to be used within a 12-month period. Long-term storage space is a precious college resource and must be used judiciously, and with approval of the department or college. The department chair and the Dean have the authority to have space cleared, with notice.

13) Classroom Space

Most classroom space is under University control and therefore will not be subject to a COS policy.

14) Teaching Laboratory Space

Teaching laboratories are essential to the curriculum we provide in several departments. However, there may be the need to reassign their use over time as the curriculum or enrollments change. Generally, every teaching lab should be used by a course at least every semester to avoid reassignment. It is sometimes possible for teaching laboratories to serve more than one course, but sometimes this is not possible for safety or other reasons. For example, it is inappropriate for general chemistry classes to meet in a laboratory used for an upper-level lab course where hazardous or segregated waste is generated. Overall, departments are encouraged to maximize the use of teaching laboratory space to the extent consistent with safe and pedagogically sound practices.

College of Science

Office and Research Space Allocations for FERP/Emeritus Faculty

Rational: The authority to make office/research space decisions within a department should reside with each department Chair who follows recommendations from a Departmental Executive Committee or related Departmental Committee consisting of elected T/TT faculty. The expressed purpose of this guideline is to allow the decision-making process reside at the departmental level.

Process: The Dean will initiate the process by informing a faculty member of their new status (FERP or emeritus) via memo. The memo will also state that space will be provided only if: 1) it is available to FERP/emergitus faculty, 2) it is awarded to them after successful submission of a proposal justifying space utilization, and 3) faculty maintain good standing by submitting an annual assessment of their accomplishments. Departments will follow the guidelines below to evaluate space designation. Departments will have some flexibility reflecting the specifics of their disciplines.

FERPs

1. Space provided for 5 years maximum or length of early retirement period (whichever is longer term)
2. Office space shall be given to FERP faculty during the semester they teach
3. Criteria when allocating research/office space:
 - a. Research active vs. not research active
 - i. To be considered research active FERP must submit a 5 yr proposal to be vetted and approved by appropriate department committee and Chair
 - ii. The proposal must address specific research needs for the faculty and address any safety issues. The proposal also must outline a plan to incorporate at least one of the following criteria:
 1. Service to the mission of the University
 2. Inclusion of student research/mentoring
 3. Award of grants that specifically serve the University mission
 - iii. Award of research and office space is contingent on a favorable review and thereafter based on a satisfactory annual assessment. This assessment is based on the following criteria:
 1. Presentations, and/or publications/submitted manuscripts
 2. A report demonstrating student research involvement through skill acquisition/mentoring
 3. Continued evidence of University mission service

- iv. Any report or subsequent assessment deemed unsatisfactory may be cause for revocation of office and/or research space.
- b. Those faculty who chose not to submit a research plan would be considered as a non-research active FERP faculty.

Emeritus

1. Emeritus faculty will be given office/research space based on availability after the following conditions are met:
 - a. All Tenured/Probationary/FERP/Part-time faculty space needs are met
 - b. Spaces for new faculty hires have been designated for immediate use
2. Furthermore, emeritus faculty will also be required to submit a research plan to be evaluated by the appropriate department committee and Chair. If approved, research and office space will be awarded. Additionally, a favorable annual assessment will be required by the emeritus faculty to maintain their research and office space