Policy title: SPACE USE POLICY
Effective: February 12, 2013

PURPOSE/INTENT

The College of Social and Behavioral Sciences recognizes that space is a finite resource that must be assigned across the organization consistently and fairly in order to encourage scholarship and reward collaboration. Space is assigned to departments, centers and individuals temporarily, based on university and college policy.

It is the college's intention to maximize the use of available space and to allocate space based on efficient and optimal use. The SBS Dean, in consultation with the Director of Technologies & Facilities Planning, is ultimately responsible for all space assignments within the college.

Individual office assignments are managed by department heads and directors, who are charged with ensuring that office space is being used in compliance with this policy and in the best interests of the institution.

UNIVERSITY OF ARIZONA POLICY

University of Arizona policies on space are administered through the Office of Real Estate Administration.

Information on space policies can be found at here and through the Arizona Board of Regents.

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES POLICY

SPACE ASSESSMENT AND CATALOGUING

The college utilizes data generated by the Real Estate Administration’s space survey to monitor space usage, including offices, research labs, and shared administrative spaces, on a periodic basis. The space survey data is also used to calculate the total amount of space available to units and to individual faculty members.

Space is assigned based on teaching, research, and service needs at both the departmental and college levels. Since surveys are periodic, it is each individual department head or director's responsibility to ensure that office space is appropriately utilized between surveys. If space is found to be underutilized, or utilized in an inappropriate manner, it will be reassigned as appropriate by the Dean in consultation with the Director of Technologies & Facilities Planning.

1. RESEARCH SPACE

Net Assignable Square Feet (NASF) will be assigned per the Real Estate Administration’s Policy for Research Space:

In compliance with University of Arizona guidelines for space usage, space allocations are based on (a) disciplinary needs related to research, (b) faculty involvement in specific research projects, and (c) the level of grant-funded research. Specifically, research that receives external funding will be given priority for space assignments. Assignments for research-related space will be for the term of the grant-funded project ONLY. At the end of funding term, space will be re-assigned to the college pool and prioritized per policy.
• Regardless of grant funding, probationary (tenure-eligible or continuing status-eligible) faculty may be assigned temporary research space if requested at time of hire. Unless there is sufficient grant funding to maintain the space, such space reverts to the college when the faculty member is promoted to a tenured or continuing status position.

• Space included in initial hiring documents for tenured faculty will be for a fixed period of time, not to exceed three years. This will allow sufficient time to secure grant funding to retain the space.

• Space included in retention offers will be for a fixed period of time, not to exceed three years. This will allow researchers sufficient time to secure grant funding to retain the space.

Requests for research-related space must be made when grant proposals are initially routed. Space issues must be resolved before a grant that includes a space request will be signed by the Dean’s office.

Under-utilized research space will be re-assigned in order to maximize the usage of space available to the college.

• Specific or unique research needs: Specific and unique requests for space, such as wet labs or off-campus space, must be communicated to the Director of Technologies and Facilities Planning prior to grant submission, so that a formal space request can be completed and forwarded to the UA Space Committee (if required) and/or Real Estate Administration. Any renovations included in the project must have a documented funding source.

• Collaborative research space: Space requests that document collaboration and sharing among researchers will be given preference in the allocation process.

2. OFFICE SPACE

Except for under extraordinary circumstances, the college aims to assign only one office to each faculty member. The determination of extraordinary space is made in consultation with the Director of Technologies & Facilities Planning.

Office space is assigned, as much as is possible, in alignment with ABOR Office Space Guidelines (source: Space Management January 18, 2005):

<table>
<thead>
<tr>
<th>Position</th>
<th>Recommended NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/VP/Deans</td>
<td>210</td>
</tr>
<tr>
<td>Executive/Administrative</td>
<td>160</td>
</tr>
<tr>
<td>Faculty</td>
<td>125</td>
</tr>
<tr>
<td>Professional/Technical</td>
<td>130</td>
</tr>
<tr>
<td>Clerical/Secretarial</td>
<td>105</td>
</tr>
<tr>
<td>Graduate Assistants/TAs</td>
<td>55</td>
</tr>
<tr>
<td>Student Workers (FTE)</td>
<td>55</td>
</tr>
</tbody>
</table>
3. ADMINISTRATIVE SPACE

- (1) conference/seminar room per department
- (1) mail room/work room per department

4. CENTERS AND INSTITUTES

Management of Center and Institute office spaces will be the responsibility of Center/Institution administrators. Labs and administrative space remain the responsibility of the Director of Technologies & Facilities Planning.

5. COLLEGE PERSONNEL LOCATED IN DEPARTMENTS

Certain college personnel (advisors, business managers, technical professionals) reside within departments to provide department-specific support. Offices for these individuals can only be re-assigned by the Dean in consultation with the Director of Technologies & Facilities Planning. College personnel will have access to departmental conference rooms, workrooms, and other spaces as needed based on their responsibilities within the department.

6. BUSINESS CENTERS

Offices assigned to business centers belong to the college and can only be reassigned by the Dean in consultation with the Director of Technologies & Facilities Planning.

7. SPECIAL NEEDS

The college will consider space requests outside of policy parameters for the following circumstances:

- Disciplines with limited ability to generate research funding but where additional space needs for research can be documented
- Large units and/or departments where additional administrative space is required
- Upon recommendations from the Disability Resource Center for faculty, staff, appointed professionals, or students
- Projects or initiatives that demonstrate strategic value and/or are identified in the college strategic plan, irrespective of funding

8. REMODELING AND RENOVATION

- All costs associated with remodeling will be the responsibility of the department
- Any renovation that changes room dimensions, use or accessibility requires consultation with the Director of Technologies & Facilities Planning
- Any renovation undertaken must be accomplished using UA Renovation Services
- Under no circumstances will departmental staff:
  - Paint
  - Remove or replace carpet/tile
  - Install, modify or terminate electrical wiring
  - Install television or satellite antennae
  - Build permanent furnishing that attach to walls
Any unauthorized renovations will be remedied using UA Renovation Services and result in charges to the department. For questions regarding permissible space alternations, contact the Director of Technologies & Facilities Planning.

9. DONOR-SPONSORED SPACES

Donor-sponsored spaces must be approved by the Director of Technologies & Facilities Planning and the Director of Development prior to donor solicitation, and must follow University and Foundation policy.