

# **College of Engineering**

## **Space Allocation Policy and Procedures**

Space is a limited resource and must be managed responsibly and promote the College's mission and strategic priorities. In addition, implementation of the RCM model and expansion of quality research and instructional facilities has led the College of Engineering to develop a policy for assigning of space. The policy embraces the following values: we value the student experience; good stewardship; plan for the future, act for today; collegiality; collaboration; fairness/equitability; nimble & flexible; and efficiency & effectiveness - (right space for right use and achieve 80% efficiency). This policy ensures the procedure for the assignment of all space is transparent and subject to evaluation criteria and standards based on type and location of space. This policy applies to all research, instructional, office, student-oriented and public spaces.

The Dean has established the Space Utilization Committee (SUC) to review and make recommendations concerning the most effective use of COE's physical resources and infrastructure. The charge of the committee is to evaluate new and re-purposed space, and assign space including office, research, instructional, and public spaces. At established intervals, typically two to three times an academic year, the SUC advises the Dean who is the final authority for all space decisions on UNL City Campus and Omaha PKI building complex.

### **I. College Managed Space**

College managed space includes instructional classrooms and instructional laboratories, collaborative learning spaces, student organization and club spaces and community spaces. These rooms and spaces are maintained and assigned by College or scheduled through Event Management System (EMS).

**A. Instructional facilities** are defined as classrooms, instructional laboratories, computer laboratories, and other spaces used principally for delivering formal instruction to College of Engineering students.

- 1. Classroom and computer laboratory space** - To attain maximum use of classroom space, academic units will submit class schedules with preferred classrooms to the Dean's Office who will coordinate schedules and determine final room assignments. The goal is to reach 80% utilization of all classroom space. This will be accomplished based on the following ways:
  - a. Optimize assignment of classrooms based on enrollment needs. This approach extends to operational decisions such as specifying that some number of classes be scheduled outside peak hours and fixing minimum target enrollments for rooms during peak times.

- b. College and academic unit scheduled classrooms must adhere to standard scheduling patterns.
- c. Newly created instructional space in new or remodeled buildings will be designated as college managed, unless it has extensive use of discipline-based specialized equipment or technology.

**2. Interdisciplinary laboratory spaces (The Garage, Capstone)** – located in space to be constructed in COE’s Phase 2 building process. Coordinated by the College, these are shared spaces requested by academic units and student organizations. Space will be assigned based on special needs and number of students, and scheduled through EMS.

**B. Collaborative Learning Space**

Collaborative learning spaces are for students and are not individual study spaces, faculty or staff meeting rooms or classrooms. The space is for two or more people, to be used for up to two hours per day, and scheduled up to two-weeks ahead of time. Late arrivals to reserved rooms will forfeit their reservation after 15 minutes.

**C. Student Organization and Club Space**

Club space is coordinated through the College and will be assigned based on programmatic needs, requirements, and number of students.

**D. Community and Public Space (Othmer Lobby, Conference Rooms, Outdoor Spaces, and Phase 2 Spaces TBD)**

Faculty, staff, and other groups reserve these spaces through EMS.

**II. Academic Unit Managed Space: Research Laboratories, Offices, Support, Conference Rooms, and Graduate Student Spaces**

Academic Unit managed space includes research labs, faculty and staff offices, support, conference rooms and graduate student offices. These rooms and spaces are maintained and assigned by or scheduled through the academic unit with input from SUC.

**A. Research Space**

Research space assignment is based upon sponsored research expenditures. Research expenditures are a generally more stable metric than grant/contract award data and are in alignment with the methodology utilized by the NU system. It is expected that the Dean, Associate Dean of Research, Space Utilization Committee (SUC) and academic unit leaders will align COE policy to expenditure credit as determined by ORED.

Research expenditures per square foot of assigned space is the metric used to evaluate priority of research space assignments. Expenditure data includes both direct and indirect expenditure based on the routing sheet credits from the research accounts associated with

individual investigators and typically does not include Foundation funds unless conveyed through a competitive assessment process.

1. For program project grants and other large grants where individual projects and project budgets can be identified and assigned, project leaders will be credited with their project expenditures.
2. For multi-principal investigator grants, expenditures will be assigned to each investigator following distribution on the routing sheet.
3. For Centers, grant expenditures will be credited to the principal investigator unless it can be clearly divided. The mentored faculty offices and labs in the Center would also be considered under the “umbrella” of the Center director.
4. Training and internal funding grant expenditures are not counted towards research space but may warrant assignment of administrative space specific to the needs defined by the grant.
5. New faculty may be assigned research space based on reasonable expectations of research activities.
6. Experienced faculty without research expenditures for more than three years may not be individually assigned laboratory space, although they may be assigned an area in a shared lab space, or general use research space, for activities such as mentorship of a graduate student or other collaborative research activities as confirmed in writing by the academic unit leader.
7. All lab spaces in all buildings assigned exclusively to the investigator by name will be included. These spaces include common equipment rooms and tissue culture on a proportional use basis as well as offices for any associated mentored faculty, graduate students, post-docs or administrative personnel.
8. Academic unit administrative space will not be counted towards the research space assignment.

The metric is applied as follows: Research expenditures/sq. ft. will be calculated at least annually and with a rolling three-year average and used to determine which investigators are candidates for resizing with increases or decreases in assigned space.

Research space assignments will be reviewed annually by the Associate Dean of Research and SUC. Status reports of assignments and the space metric will be sent to the Dean and academic unit leaders. The Dean and academic unit leaders are considered stewards of the space their faculty occupy and will be able to use these reports as tools to ensure that research space assignments are in alignment with this policy. Upon a lapse in research expenditures, investigators will have an appropriate grace period to re-establish funding. The exact duration of the grace period will be determined by the overall needs of the college research community, but will not exceed three years, during which time they may still be asked to reduce their space to accommodate other funded investigators.

Research space vacated when a researcher leaves UNL reverts to unassigned status under the control of the Dean.

### **Procedure to Request Research Space**

Research space may be requested by using the Research Space Request Procedure (see attached form). Research space requests will go to the academic unit leader and if approved, forwarded to Associate Dean of Research and SUC. Academic unit leaders will present the request to SUC. With input from the Associate Dean of Research, SUC will forward a recommendation to the Dean and a response should be expected within one month.

### **B. Offices**

Faculty and staff offices are assigned by the academic unit leader. Though attempted, it may not be possible to allocate office space in the immediate proximity of an individual's academic unit.

Hotel or touchdown space will be provided for faculty to accomplish work as they move between campuses. Part-time/adjunct instructors may be assigned office space if available.

Assignment of multiple offices for any member of the campus community, including both faculty and staff, is strongly discouraged. Faculty with joint appointments and persons with staff in multiple buildings may be assigned a secondary office, provided it is not located within the same building as the primary office.

When offices are left unoccupied for significant periods of time, due to sabbaticals, other leaves, or changing workspace requirements, academic units should consider other uses for these spaces, especially to relieve space pressures or to provide for ad hoc small group meeting space.

### **C. Support Facilities and Conference Rooms**

Conference rooms and support facilities assigned to an academic unit are to be considered shared resources. The academic units are responsible for maintaining and scheduling these rooms which should also be made available to college faculty and staff if not already scheduled for use by the academic unit.

### **D. Instructional Facilities**

Academic units will manage instructional classrooms and laboratories requiring extensive or specialized equipment or technology specific to the academic unit.

## **E. Graduate Student Office Spaces**

The College of Engineering encourages and promotes graduate student education and research by providing desk space for graduate students. Priority will be given to teaching assistants and then funded research assistants. Even as individuals may have multiple funding sources, it should be rare that a graduate student has two assigned spaces.

### **Procedure to Request Graduate Student Space**

Graduate students in conjunction with their faculty advisor, need to submit a request to the unit administrator. Request should include graduate student name, contact information, academic unit, faculty advisor and contact information, indicate doctoral or Master Program, office need start date, and office need end date. Desk space is assigned for up to 3 years for Master's students and up to 5 years for Doctoral students. If additional time is needed, the graduate student must request it from the unit administrator. As much as possible, units are encouraged to have space assigned prior to the start of a graduate student on campus.

## **III. College of Engineering Master Facilities Database**

Maintaining an accurate space assignment database is necessary for assuring safety, security and other operational reasons. Once a space assignment is made in any building, or any time an assignment is changed, the academic unit leader or SUC is responsible for informing the designated person in the Dean's Office.

## **College of Engineering Research Space Request Procedure**

The following outline is intended to assist you with your research space request. Each request should be typed and no more than three pages. Please submit your research space requests to Space Utilization Committee Chair and the Associate Dean of Research.

1. Provide a brief explanation of your research space request including actions that will be performed in the space.
2. Provide a detailed explanation of the functional needs of your space request, including any unique requirements for facilities. Please suggest a location, if you have one in mind and approximate square footage needs, if possible.
3. List existing personnel that will use the space (name, title, function and FTE) and funding source. List TBA personnel by title, function, FTE and expected date of hire.
4. Date the space is needed and end date, if known.
5. If there are minor or major renovation expenses and/or additional furniture and equipment necessary as a result of this space request, list them and provide a funding source.
6. Explain how the College of Engineering and your academic unit would benefit from the proposed use of the space.
7. Provide a statement of support from the academic unit leader.

### Space Policy Implementation Schedule

<b>Task</b>	<b>Date</b>
Units Validate Current Space Assignments	01/08 – 01-20
Discuss Priorities and Metrics (Research \$, # of students, efficiency, sch/sq. ft., \$/sq. ft.)	01/22
Discussion about STC	01/22
Test and Analyze Priorities and Space (PKI and STC)	01/22 - two weeks