

UNM HEALTH SCIENCES CENTER GUIDELINES FOR RESEARCH SPACE ALLOCATION AND USAGE

Research space in the Health Sciences Center (HSC) is becoming a scarce commodity as the number and size of research programs continues to grow. It is essential that we utilize this space as wisely and efficiently as possible.

The premise behind this document is that the ability to sustain high quality research within the HSC will depend on the retention of our finest scientists as well as the recruitment of outstanding new faculty. However, a balance must be struck between growth of individual research programs and the ability of the Institution to attract new faculty at both the junior and senior levels. The ability to achieve this balance requires the establishment of effective guidelines for laboratory space allocation and review.

These guidelines seek to provide balance, consistency and flexibility in the consideration of laboratory space allocation. The guidelines give top priority for laboratory research space to those faculty with peer-reviewed investigator-initiated external funding containing indirect costs. It also seeks to eliminate the inappropriate use of laboratory research space for projects that do not require such facilities. Under this proposal, the Deans, Department Chairs, Unit Directors or Program Directors of research units are charged with the responsibility and accountability for the enforcement of these guidelines.

1. AUTHORITY OVER LABORATORY SPACE ALLOCATION

The Chancellor for Health Sciences: The Chancellor oversees the HSC Strategic Plan and Facilities Master Plan at the HSC. The Deans of the schools/colleges or designated center directors (Cancer Center or Clinical and Translational Sciences Center) are responsible for the assignment and supervision of all space under his/her authority as delineated by the Chancellor. In the cases of individual schools/colleges, the Dean assigns all laboratory and common research space to the Department Chairs, Unit Directors or Program Directors of the research units, not to individual faculty members. Department Chairs, Unit and Program Directors, and Center Directors assign space to individual faculty members.

The HSC Facilities Office coordinates all space needs and requests for HSC, exclusive of research and clinical space. Non-research and non-clinical space allocations must be approved by the HSC Space Allocation Committee.

Research Space Committee: The HSC Research Strategic Planning Committee functions with the HSC Research Space Committee and is charged with the implementation of the laboratory space guidelines described in this document. The Deans, Department Chairs. Or Center Directors, as appropriate, assign laboratory space to the individual faculty at their discretion according to these guidelines. Allocation of departmental or programmatic laboratory space to the Department Chairs is subject to periodic review by the Chancellor. The Department Chairs are responsible for providing accurate information to the UNM space database which is under the oversight of the Space management Office in the Physical Plant Department. Changes to space assignments

must be reported to the HSC Facility Planning Office. Department Chairs will submit their requests for research space to this committee.

The HSC Research Space Committee is comprised of the members of the HSC Research Strategic Planning Committee (RSPC) which includes the departmental chair or vice-chair of each School of Medicine department with significant extramural funding, two members of the College of Pharmacy, a member of the College of Nursing, the leader of each signature program and a member of the HSC faculty council will be members.

In order for space to be reallocated a 2/3 majority vote will be necessary.

2. ALLOCATION OF CENTER SPACE

Official Centers may be designated by the Chancellor and may be given space. This is typically done for strategic importance and extramural grant purposes. The space designated by the Chancellor for these centers will not fall under the purview of the Research Space Committee and as a result, directors of these centers will not be on the Research Space Committee. Two centers, the UNM Cancer Center and the Clinical and Translational Sciences Center, have been designated space by the Chancellor.

3. ALLOCATION OF INDIVIDUAL LABORATORY SPACE

Eligibility: As a general guideline, priority will be given to a faculty member (excludes Letters of Academic Title) who is the Principal Investigator (P.I.) on an externally funded, investigator-initiated, peer-reviewed grant with direct costs of at least \$50,000 per year with indirect costs. Space assignments must be relevant to the project funding.

Amount of Laboratory Space: A P.I. working with one grant is eligible for an appropriately-sized laboratory space (approx. 200 to 650 sq. ft.). Additional space can be allocated to a faculty member if justified by the total amount of funding and the type of research (e.g. research that involves large pieces of instrumentation or equipment required to carry out the grant). In general, a P.I. with multiple grants, or multiple projects may apply to the Space Committee for additional space as appropriate for the project(s), with the support of his/her Department Chair.

New Junior Faculty: Newly recruited junior faculty are eligible for an independent laboratory space. In the case of new faculty, the department chair is generally expected to assign space already allocated to the department. In general, to be eligible for individual laboratory space in the SOM, a junior faculty member must submit an investigator-initiated grant within 12 months from the date of hire. At the time of the mid-term probationary faculty review, the space allocation to a junior faculty member shall be reassessed by the Chair, and if necessary, an increase or decrease in space may be made.

4. ALLOCATION OF COMMON LABORATORY SPACE TO DEPARTMENTS

A Department Chair will normally be allocated (multi-user) laboratory space for faculty members still engaged in active research, as evidenced by peer-reviewed publications within the

past two years. A Department Chair, Unit Director or Program Director also might be allocated laboratory space for a core facility.

5. REASSESSMENT , REALLOCATION AND LOSS OF INDIVIDUAL LABORATORY SPACE

In general, the laboratory space allocation made to each faculty member will be reassessed by the Department Chairs and Directors annually.

A P.I. who loses all external investigator-initiated support will be given 36 calendar months from the last day of the original date of termination to regain funding before individual laboratory space will be reassigned. A faculty member with more than a 36 month lapse in external peer reviewed funding will not be assigned an individual laboratory without the direct approval of the Research Space Committee and/or the Chancellor. However, a Department Chair may assign unfunded faculty space in a multi-user laboratory.

The space allocation of a P.I. who suffers significant reduction in funding for 18 consecutive months will be reviewed for appropriate re-sizing of laboratory space.

6. OFFICE SPACE

In addition to laboratory space, a P.I. should be allocated personal office space. Every effort will be made for office space to be contiguous to the assigned laboratory space, but is not guaranteed.

7. PROPER LABORATORY SPACE UTILIZATION

Laboratory space is exceptionally expensive to build. It is preferable that laboratory space be assigned only to researchers who are in need of such facilities (e.g. gas, vacuum and air supplies, running water and drains, enhanced ventilation systems, chemical and biological safety hoods, etc.).

Every effort will be made to accommodate requests for contiguous space for either programmatic or departmental needs.

There may be exceptions to these guidelines. All requests for exceptions must be submitted in writing to the Research Space Committee and approved by the Research Space Committee and the Chancellor.