

Name of Policy: <u>College of Medicine & Life Sciences: Academic Office Space Allocation</u> Policy Number: 3364-81-01 Approving Officer: Dean, College of Medicine & Life Sciences Responsible Agent: Dean, College of Medicine & Life Sciences Chair, COMLS Space Committee Scope: UToledo College of Medicine & Life Sciences - All Departments		 Revision date: 7/30/26 Original Effective date: 7/1/16	
☐	New policy proposal	☐	Minor/technical revision of existing policy
☒	Major revision of existing policy	☐	Reaffirmation of existing policy

(A) Purpose

Academic space is a resource that must be effectively and efficiently managed. This policy governs the allocation and management of all academic office space to support faculty and staff in the College of Medicine & Life Sciences (COMLS).

Dedicated office space will be allocated as available to those who demonstrate the requirement for private space. Shared offices, cubicles, and open workspaces are an efficient use of office space. Shared offices should be assigned to individuals who require a certain amount of privacy or reduced noise levels. The conference rooms will be a shared space that will transcend a single department for small group meetings.

(B) Policy (guidance for dedicated office space)

Faculty with significant administrative/organization responsibilities that include, but are not limited to the following, will be provided a dedicated private office.

- Dean, Associate/Assistant Deans, Department Chairs, Faculty, Directors (i.e. programs, fellowship, clerkships), and Managers.
- Faculty (Full, Associate, Assistant) based on the criteria below.

(1) **Full, Associate, and Assistant Professors:**

- Faculty who use their offices to conduct direct patient care, teaching, and research activities.
 - Full-time faculty (tenure and non-tenure track) appointment in COMLS.
- Full professors with Emeritus status who have a 0.5 FTE appointment or greater. If less than 0.5 FTE a “hotel” space to share will be provided.
- Faculty that spends 40% (2 days/week) onsite will have a shared office to “hotel” or be provided a dedicated space when available.

(2) Part-time Faculty:

Must have a greater than 0.5 FTE appointment or when space is available.

(3) Residents and Fellows:

The COMLS must provide residents/fellows with access to appropriate space and equipment for clinical care, education, and administrative duties. This includes:

- a. Computers with access to electronic medical records
- b. Secure storage for personal items
- c. Shared workspace or private space (e.g., call rooms, lounges, or study space)
- d. Space for didactics or small group meetings

(4) Staff

Some professional staff positions in a department or at the COMLS Administration level may require a private office space and should be allocated both on a case-by-case basis and when space is available.

(C) Basic Science Research Space

The following guidelines outline the criteria for assigning research laboratory space:

(1) Allocation Criteria: Research space allocation for principal investigators (PIs) will be based on extramural research funding. It is recommended that PIs maintain extramural funding with a minimum of \$200 in annual direct costs per square foot of laboratory space, with a cap of \$800 per square foot. PIs whose funding exceeds the cap may submit a request for additional space to the Department Chair. A lack of extramural funding for three consecutive years may result in the reallocation of laboratory space at the discretions of the Department Chair and Dean of the COMLS.

(2) Mitigating Factors: When making decisions regarding space reassignment, consideration will depend on the following:

- a. Recent funding history
- b. Pending grant awards and applications
- c. Intramural grants
- d. Faculty recruitment
- e. College and departmental strategic planning
- f. Functional relevance of space in relation to other investigators' research activities

(D) Procedure

All academic and research space requests should be submitted to the COMLS Space Committee using the **space change form**. The committee will review this form before being reviewed and approved by the Dean of COMLS.

The Dean will work with the Department Chair for the proper allocation or reallocation of dedicated research space. Once the Dean approves the request, the form will be submitted to the Facilities and Construction department. Final approval and confirmation of approval/denial will be sent to the requestor.

(E) Implementation

This policy will be implemented upon requests from within facilities at the UT Health Science Campus.

Approved by: <u>/s/</u> _____ Imran Ali, M.D. Dean for the College of Medicine and Life Sciences Vice Provost for Health Education <u>7/30/26</u> _____ Date <i>Review/Revision Completed by:</i> <i>Director of Campus Planning and Design Chair, COMLS Space Committee</i>	Policies Superseded by This Policy: None Initial effective date: 7/1/16 Review/Revision date: 8/30/19 10/11/19 7/30/26 Next Review date: 7/30/29 (three years from most recent revision/review date)
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