

## MSB SPACE COMMITTEE GUIDELINES

### ROLE AND AUTHORITY

Authority for the utilization of space resources in all SOEST buildings rests with the Dean of SOEST. As a practical matter, however, the Chair of the Department of Oceanography is the Dean's delegated space authority on matters relating to floors two to six in the Marine Sciences Building. The MSB Space Committee serves the Department Chair in an advisory capacity.

### PROCEDURES

**Representation:** The needs and points of view of major disciplinary and programmatic units in MSB are represented on the Space Committee by six voting members (or their representatives) -

- Division Head, Physical Oceanography
- Division Head, Marine Geology and Geochemistry
- Division Head, Biological Oceanography
- Director, JIMAR
- Director, HURL
- Graduate Student Representative

The Division Head who is the Associate Chair of the Department will be the Space Committee Chair.

**Meeting Schedule:** Meetings of the Space Committee are called by its Chair as necessary for the timely consideration of agenda items.

**Agenda:** Issues for Committee consideration should be submitted in written form to the Space Committee Chair directly or via the Department of Oceanography Chair or any of the Space Committee representatives. Each meeting will be preceded by a written agenda (distributed to Space Committee members at least two weeks prior to the meeting) which identifies time and place of the meeting, specific issues under consideration, and the expected time commitment required (meetings <90 min are desirable). The agenda will be accompanied by relevant documents pertaining to the issues at hand. It is the responsibility of Committee representatives to advise members of their units when agenda items are relevant to their interests. External input to agenda topics is welcomed; the Committee will consider all opinions/concerns submitted in writing prior to the meeting in which the issue is discussed.

**Discussion and Voting:** Each agenda item will be thoroughly

discussed by the Committee; recommendations will be decided by majority vote. In the event that any voting unit is not represented at the meeting, its vote will be solicited by mail or telephone. If the unit representative does not respond within three working days, its vote will be forfeited. It is the responsibility of each Space Committee representative to identify a list of alternative representatives who can serve in his/her absence.

**Recommendations:** The Space Committee Chair will communicate the Committee's recommendations to the Department Chair in the form of a memo specifying the issues discussed, the representatives present and their votes, the majority opinion, and timing considerations if applicable. It is the responsibility of dissenting members to communicate their views (in writing) to the Department Chair in a timely manner. The concurring signature of the Department Chair will be sufficient to begin implementing the recommendations. Copies of the recommendation memo with the Department Chair's signature (approving or not approving the recommendation) will be distributed to Space Committee representatives by the Committee Chair.

#### **GUIDELINES**

The following guidelines are meant only to provide a tangible framework for consideration of space resource issues. It is the expressed intent of the committee drafting these guidelines that implied priority rankings be interpreted and used with common sense. Specifically, we recognize that the different needs and activities of sub disciplines, programs, and other identifiable interest groups result in different patterns of space utilization. Hence a reasonable balance between needs and allocations to the various units should be maintained.

**Ocean Faculty Space Entitlement:** Voting members of the Oceanography Graduate Faculty should be guaranteed one unshared primary office as a minimum space entitlement and have the highest priority for laboratory space as and if needed for their research. Need will be established by the nature and magnitude of a faculty member's collective research program (e.g., funded projects, technical and support staff, students, and productivity). In general, unless additional space needs for a new research initiative are identified and agreed to by the respective Division Program Head and the Department Chair (ORA Form 5) prior to submission of the proposal, it will be assumed that all activities related to the proposed research (including work space for post-doctorals, staff, and visitors) will be accommodated in the principal investigator's previously assigned space. Faculty who submit proposals requiring additional space If funded must provide a copy of the signed ORA Form 5 to the Space Committee Chair at the time of proposal submission. Prolonged periods of reduced research activity and/or productivity will be sufficient grounds for reassessing and possibly reallocating the space assigned to individual faculty

members.

**Programs:** Major ocean-related programs, specifically HURL, JIMAR, and research divisions, will be allotted office and work space for pursuing their respective missions. Need will be established by the nature and magnitude of the programs relative to those in other priority areas. As a rule of thumb, the use of space (i.e., people density per unit area) within programs should be consistent with the norm for comparable activities in MSB. It is generally within the purview of Divisions and Programs that they manage their space allocations as a unit to best serve the needs of their members. Accordingly, it is the responsibility of Division and Program leadership to promote efficient patterns of space utilization within their units and to advise the Space Committee where adjustments in the allocations to individual unit members are required to meet changing needs.

**General Facilities:** Adequate space will be maintained in MSB for general facilities that demonstrably benefit or serve the Department as a whole. Prime examples are the departmental offices and classrooms. These shall be distinguished from facilities which largely serve the needs of small, identifiable fractions of the Department. Such secondary facilities should rightfully be managed by the unit (Division or Program) most closely representing its user population as part of the total space allocation to that units.

**Students:** The education (teaching and research) of graduate students is a major and fundamental activity of the Department of Oceanography, and student needs for appropriate office space should be weighed accordingly. Minimally, the Committee should aim to provide each full-time student with a desk and chair in a reasonably quiet area (at least 50 sq. ft.). Part-time students (i.e., leave-of-absence from or with full-time jobs outside the University) shall be given space only if available after consideration of all other priorities. Although the Space Committee does not command resources for additional furniture, an effort should also be made (via the students' research advisor or research division) to provide students with a bookshelf, file cabinet access, and noise-reducing panel dividers (in high occupancy areas). Assigning student offices to busy laboratories shall be avoided if possible. Any laboratory offices will be consistent with existing health and safety standards for noise and chemical exposure.

In consultation with the Space Committee's student representative, an effort will be made to assign the most desirable (double occupancy) student offices on a given floor to advanced students with close links to the research activities on the floor (e.g., 4th - Physics; 5th - Geochemistry; 6th - Biology). First year students will generally be assigned to larger, higher occupancy rooms as available. If room reassignments are necessary, relocation of students in the final stages (last semester) of completing degree requirements will be avoided if possible. As of August 1990, students who have been

in residence in the Department for 7 years or more will, in consultation with the student's Faculty Advisor, have their space needs reevaluated in light of their progress toward degree and the needs of other students.

**Research Faculty:** a vigorous and creative research faculty is essential to the scientific missions of the Department of Oceanography and its associated programs. Accordingly, the Space Committee will consider long-term commitments of space to individual research faculty based upon their demonstrated excellence, relevance, and contribution to these missions, as tempered by the demands for space in other priority areas. Space commitments to existing research faculty (i.e., formal space assignments in MSB prior to January 1990) will be honored by the Space Committee subject to the same review criteria (activity and productivity) established for the Ocean Graduate Faculty (above). Henceforth, the Committee will not consider the laboratory and office needs of researchers who have not been formally reviewed and accepted as Cooperating members of the Ocean Graduate Faculty. In addition, short and long-term space implications will be explicitly addressed for each candidate advanced for Cooperating Graduate Faculty status. All occupants of MSB, whether formally affiliated with Oceanography Department or not, who submit research proposals requiring additional space if funded must process ORA Form 5 as specified for the Oceanography Graduate Faculty (i.e., signed by Program/Division Head and Department of Oceanography Chair, with a copy to the Space Committee Chair).

**Visitors:** Teaching and research activities of the Department and its associated programs benefit directly and indirectly from visiting scholars. Hence it is desirable to reserve 1 to 2 small offices to encourage such contact. In general, the term of residence for visiting scholars shall not exceed one year, and shared office space will be the norm. If a local host cannot accommodate a potential visitor within his/her formally assigned space, it is the host's responsibility to request use of Departmental visitor space from the Department Chair well in advance of extending an invitation. Such a request should state in writing the name of the visitor, the proposed duration of the visit, the expected benefit of the visit to the Department or School, as well as the extent of commitment of any additional Departmental resources to the visitor. The request should also be accompanied by a copy of the visitor's vita. As a matter of courtesy to the faculty and to aid the Department Chair in evaluating visitor space requests, each request will be discussed as an agenda item at a regularly scheduled faculty meeting.-