

Geisel School of Medicine Research Space Policy

Space Planning and Management

The Geisel School of Medicine is committed to the effective use of research space in all of its research buildings and to utilize that space to build on the success of its research enterprise. To promote the scholarly activities of individual faculty and support the research of departments, centers, and institutes research space will be allocated in accordance with the following processes.

Geisel Space Policy Goals

1. To maximize the productive use of the institution's research space reflecting its limited availability and the high costs associated with construction and maintenance.
2. To define standards and benchmarks regarding research space, grant and personnel data to be referenced by the Dean and research leadership in decision making processes regarding the assignment of available research space and the need for additional research space.

Geisel Space Policy Principles

1. The Geisel School of Medicine Dean is ultimately responsible for the allocation of research space to meet the institution's strategic and operational goals.
2. The Dean will allocate research space to Department Chairs, Center Directors, and Institute Directors (hereafter referred to as "Academic Unit Leaders"). Academic Unit Leaders will be responsible for the stewardship of space allocated to them in accordance with Geisel policies stated here and will assign space to individual investigators.
3. The use of space by individual faculty members will be evaluated in accordance with the goals of the individual's research program, the Academic Unit, and the Geisel School of Medicine as determined by the Academic Unit Leader and the Dean.
4. All space allocated to Academic Units will be subject to review by the Dean. The Geisel School Dean's office will assist the Academic Unit Leaders in collecting data related to the space use metrics described in this policy.
5. Space allocations are not permanent, and occupancy does not imply ownership by the Academic Unit or the individual faculty member.

Documentation

The allocation of Geisel research space will be centrally documented by a subcommittee of the BRC (BRC space subcommittee). Allocations will specify the building, room, occupancy data, and effective date using the recently completed (January 2012) comprehensive space assessment data as a starting template. Overall space occupancy and commitments will be reviewed in conjunction with each Academic Unit.

BRC space subcommittee:

Duane Compton

Charles Mannix

David Harris

Rubin representative (to be named)

Borwell representative (to be named)
Remsen/Vail representative (to be named)
WTRB representative (to be named when applicable)

Research Space Metrics¹ and Benchmarking

The primary metric to guide Academic Unit Leaders in space allocation to investigators and the metric that will be used for annual review of the Academic Unit will be the Average Annual Net Direct Costs/ASF (Assignable Square Footage). Average annual net direct costs (AANDC) derived from extramural sources will be calculated from three consecutive years direct cost spending by the investigator minus spending on capital equipment grants and subcontracts.

For “wet lab” research activities, it is expected that Academic Unit Leaders will reduce lab space for investigators that fail to maintain \$100 AANDC/ASF. Lab space for investigators that exceed \$600 AANDC/ASF may be increased contingent on availability.

For “dry lab” research activities, it is expected that Academic Unit Leaders will reduce lab space for investigators that fail to maintain \$500 AANDC/ASF. Space for investigators that exceed \$3000 AANDC/ASF may be increased contingent on availability.

These specific benchmarks are subject to change based upon fluctuations in net research productivity of Geisel faculty.

This metric as adjusted by other additional considerations (see below) will be the focus of Geisel research space benchmarking for Academic Units. Space may be subject to reallocation as defined in the Annual Review Process of this policy if investigators in an Academic Unit fail to meet specified benchmarks for three consecutive years (e.g. review cycles).

Annual Review Process

1. Overall research space utilization will be reviewed annually for each Academic Unit by the BRC space subcommittee.
2. Space data, metrics, and other information to be used in the review will be collected by the BRC space subcommittee in consultation with the Academic Unit Leader. This information will be collected prior to annual review.
3. In-depth space use reviews including at least three years of data may be requested by the Dean, the BRC space subcommittee or Academic Unit Leader for any Academic Unit at 3 year intervals or other such times due to significant deviation from space use metrics as defined herein, recruitment needs, chair replacement or other material change in the Academic Unit.

¹ There are many potential criteria available to evaluate the effective use of research space allocation including IDC per sq. ft., DC per sq. ft., FTE per sq. ft., scholarly achievement (i.e. publications, awards), pending awards, and funding from gifts or royalties from intellectual property. All of these metrics can be used to inform the annual review process.

4. Academic Unit Leaders will assess and provide summary information about additional considerations for space allocation including but not limited to needs of new faculty still in their start up phase, scholarly achievements and scientific impact that requires special recognition, contributions to new, emerging areas of scientific interest, and housing and maintenance of approved scientific core facilities.

5. Written requests for additional considerations will be evaluated by the BRC space subcommittee and their recommendation will be presented to the Dean.

6. Academic Units Leaders will be expected to submit a written plan for improvement for investigators that have negative assessments. This plan will be evaluated by the BRC space subcommittee which will make a recommendation to the Dean.

7. If the BRC space subcommittee or the Dean rejects the proposed plan for improvement after consultation with the Academic Unit Leader, the Academic Unit Leader will be expected to work with the Dean to reassign or reduce the space allocated to those investigators. In some circumstances, this could result in a net loss of space to the Academic Unit. The amount of space to be reassigned or reduced will be based on the goal of achieving and/or maintaining optimal productive use of Geisel research space.

Incremental Space Requests

Normally, requests by academic unit leaders will be considered by the Dean if current benchmarks for space use for all investigators in that Academic Unit have been at or above AANDC/ASF benchmarks for 2 years of greater, or if recommended to the Dean by the BRC space subcommittee after presentation of a request for additional space by the academic unit leader. At the time of request, Academic Units should provide documentation that their current space is being used efficiently. Requests should be in writing and will only be accepted from the Academic Unit Leaders. Requests from individual faculty will be routed back to the Academic Unit Leader.

1. Written requests for incremental space should be submitted to the BRC space subcommittee and include the name of the faculty person, their current career level or rank, the status of their current space, funding information (current and pending), size of staff, amount and type of space needed, special space needs, and data on animal use, if any.

2. The BRC space subcommittee, following the DMS Research Space Policy contained here, could either:

(A) forward a recommendation to the Dean (to approve or deny);

(B) request a presentation to either the BRC space subcommittee or the full BRC by the Academic Unit Leader and/or faculty member representing the space request; or

(C) table the request for review at a later time pending accumulation of more information.

4. All BRC space committee recommendations are forwarded to the Dean for final approval.

Transfers and Loans between Academic Units

Space transfers or loans between Geisel Academic Units (or other entities) must be reviewed by the BRC space subcommittee using the process defined under Incremental

Space Requests and must be approved in writing by the Dean. Geisel will not be responsible for finding incremental space for the borrower when the loan expires. The cost of any renovations or alterations to the space to accommodate a different function (for example, converting wet lab space to dry lab space or vice versa) and any agreements to return the space to its original condition in the future will be agreed upon in advance and approved by the Dean.

Specific Policies for Space within Academic Units

Each Academic Unit may have its own space policy that references and is consistent with this Geisel Research Space Policy (with the exception that individual Academic Units may not use lower specific productivity benchmarks than those defined in the section entitled “Research Space Metrics and Benchmarking”), and may include additional criteria to be used by the Academic Unit when considering space use and allocation within the Academic Unit. Each Academic Unit’s space policy should include guidelines for laboratory and office space assignment based on individual faculty need and Academic Unit priorities.