



Handbook of Operating Procedures

Section: 8.1.7
Originally Approved: 07/20/2006
Last Amended:
Last Reviewed:
Page: 1 of 3

RESEARCH LABORATORY AND RESEARCH OFFICE SPACE UTILIZATION

A. Purpose

This policy is designed to support the goal of efficient utilization of laboratory and office research space in The University of Texas-Pan American facilities.

The University must foster the research and teaching missions through effective utilization of research space. Research space should be assigned in such a manner as to promote cooperation, collegiality, and synergy in both the teaching and the research enterprises. Laboratory space should be assigned to foster the stability and quality of research. The effective distribution of space will be maintained by periodic review of the utilization and need on both an individual and a programmatic level. This policy will promote transparency, fairness, and uniformity as well as provide flexibility to the colleges for programmatic decision-making.

B. Definitions

Research Space: Research space includes any space used primarily for investigative work. Such space includes wet and dry laboratory space, dedicated research office space, computer or morphology areas, animal housing, and common equipment areas.

C. Ownership of Space

The guiding principle of this policy is that all space is University space, in recognition of the fact that the University owns the space and assigns it to divisions and units for specific functions to support and further the University's academic mission and priorities. (See [Handbook of Operating Procedures Section 8.4.1, Facilities Use Policy](#)) As a corollary, space constructed with funds from external resources belongs to the University and is assigned to a unit to meet its current needs consistent with the University's priorities; participation in external fund raising does not automatically entitle an individual or a unit to a perpetual or exclusive right to use of space, although the contribution is considered in the assignment of space. Generally, units are assigned research space based on their needs. Needs will be assessed on a regular basis, and research space may be reassigned in the future if the unit's and/or University's needs change.

D. Stewardship of Space

The college dean will hold primary and final stewardship responsibility for office and lab research space assigned to the college. In accordance with [HOP 8.4.1](#) subsection D.1, the dean must report scheduling of space to the Office of New Student and Visitor Services using the Resource25 (R25) automated reservation system accessible on the R25 Website (<http://resource25.panam.edu>).



Handbook of Operating Procedures

Section: 8.1.7
Originally Approved: 07/20/2006
Last Amended:
Last Reviewed:
Page: 2 of 3

RESEARCH LABORATORY AND RESEARCH OFFICE SPACE UTILIZATION

E. Assignment of Space

1. The dean, in consultation with department chairs, will assign research space to individuals and programs with consideration given to the recommendation provided by a College Research Space Allocation Committee. The committee will have at minimum one representative from each program, center or institute in the college. The committee recommendation will be based on an assessment of the needs of individual investigators, programs and the division. The committee will report their recommendations to the dean for final allocation. Space assignments within an individual college will be the primary responsibility of the dean. Space may not be assigned between colleges or individual investigators without written consent of the appropriate deans. The criteria considered for the appropriate assignment of space will include:
 - a. Total research support. The total research support is an important index of the research activity in a particular unit. However, total dollar amount of grants is often mitigated by the nature of the research performed and the particular requirements of the investigator.
 - b. Total research quality, productivity, and impact. These important, but less quantifiable criteria include: 1) favorable reviews by a funding agency; 2.) publication including research reports, conference presentations, and publications (particularly those in high-quality, high impact journals and citation data); and 3) service on peer review committees, editorial boards, and recognition from both within and outside the University.
 - c. Evidence of collaborative work with other units, colleges, divisions, or with other universities and external agencies.
 - d. Programmatic needs of the department and the University.
2. *Reassignment of Research Space:* The college's goal is to promote the effective and stable utilization of space to promote quality and productivity in research. However, based on growth and contraction of individual research programs, it is anticipated that reassignments of research space will be required. Circumstances that may lead to reassignment of space include:
 - Underutilization or a legitimate demand by another unit or individual researcher.
 - Reduction in personnel or loss of funding. Although an attempt should be made to provide a faculty member one year from loss of funding to reestablish support before the space is considered for reallocation.



Handbook of Operating Procedures

Section: 8.1.7
Originally Approved: 07/20/2006
Last Amended:
Last Reviewed:
Page: 3 of 3

RESEARCH LABORATORY AND RESEARCH OFFICE SPACE UTILIZATION

3. *Assignment of Research Space for New Recruits:* For new recruitment, research space will be identified at the college or the department level and expectations for utilization will be provided, as well as information about review and reassignment. New recruits may be assigned research space in the absence of external funding for a start-up period, usually three years.
4. *Requests for Additional Research Space:* Faculty members shall make requests for additional research space to their department chairs/ directors and their college dean. Each request shall include: 1) The programmatic need for the additional space; 2) The steps that have been taken to address these programmatic needs within the current college space allocation; and, 3) The source(s) of funding for the program, including new funding that might have precipitated the need for more space.

If, after the review by the dean, the need can not be met within existing facilities, the request should be forwarded to the Provost for consideration by the Campus Facility Planning Council.

F. Review and Reassignment of Research Space Distribution

Review of Research Space: A periodic review of each college's research program will occur every two to four years.

G. Review

This policy shall be reviewed by the Provost/Vice President for Academic Affairs and the Associate Vice President for Research every 5 years or as organization or responsibilities change.