Space Policy for Department of Allied Health Sciences

Space assigned to the DAHS represents a limited and precious resource that must be used effectively to further the department’s three-fold mission of education, research, and clinical service. While all of these missions are equally valued, the space needs and considerations for each are quite different. The principles and procedures outlined in this policy statement will guide the assignment of space within the Department’s new facilities in the School of Medicine Building.

Space Assignment Authority: All space occupied by the DAHS has been assigned by the University and the Dean of Medicine. As such, we are accountable for the productive use of that space. In turn, the Dean has delegated authority for the assignment of DAHS space to the Chair (Associate Dean) for Allied Health Sciences. Similarly, when a block of space has been assigned to a particular Division Center, then the Director of that unit will have responsibility for assigning and monitoring the use of that space. If it becomes evident that space is not being used productively, or is needed for another departmental priority, then the Chair/Associate Dean may re-assign that space to another division, center, or project.

Teaching Space: Each Division with unique teaching space needs has been assigned appropriate dedicated teaching lab/classroom space. All other, general purpose teaching spaces, including seminar rooms, standard classrooms, and lecture halls, will be scheduled centrally by the Dean/Associate Dean. The DAHS Academic Affairs Committee will develop a policy for prioritizing classroom assignments when there are conflicting requests.

Research Space: Space will be provided for funded projects, if the need for this space was identified and approved prior to submission of the funding proposal. Note that the appropriate form for indicating this need is the University’s “Internal Processing Form”, or IPF. However, investigators anticipating the need for dedicated space should submit a detailed space request to the Business Office at least 4 weeks prior to the proposal’s due date. At this time the Grants and Contracts Manager will work with the Business Office to determine if on-campus space will be available. If additional input is necessary the SAC may be called upon to meet at this time. If off-campus space needs to be obtained, we can often write rent into the grant to cover it (in the past the department has had to cover it from overhead funds). This policy applies to all research space, including space in the PI’s own division and/or space already occupied by one of the PI’s current grants. Once a project is established in appropriate space, every effort will be made to protect that program from disruptions associated with space re-assignment in the event there is a temporary lapse in funding. Once we hear a project has been funded the office of Grants and Contracts (Wes Winkelman) will be your point of contact to follow-up on any space needs. PI’s: Please note that if you are getting a no-cost extension on a project you should confirm that the space has not been reallocated during this time period. Please also note that if it is determined that the space has been reassigned you will need to work directly with the Business Services Coordinator assigned to your division to move any data files, computers and other items to vacate the offices in a timely manner for its new occupants.
Clinical Space: The SOMB is not designed for patient service and it is expected that all faculty clinical practice will be conducted in appropriate clinics or health care settings. Programs interested in offering new clinical services or expanding existing services should discuss their plan with the Associate Chair for Clinical Service (Currently: Valerie Tan; Interim Associate Chair for Finance) and develop an appropriate business plan for the service, including plans for leasing or otherwise securing appropriate clinical space.

Space Advisory Committee: The Chair/ Associate Dean for Allied Health will appoint a standing Space Advisory Committee (SAC), composed of:

- The Associate Chair for Administration/Finance
- The Associate Chair for Research
- The Associate Chair for Student Services
- Three faculty representatives*

*Faculty representatives will include one with primary teaching responsibilities; one with primary research responsibilities; and one PhD. Program Director. Faculty representatives will be selected to represent the perspectives of faculty from different allied health disciplines. (FY12/13: faculty representatives.
Research – Katarina Haley
Teaching – Lisa Johnston
PhD Program Director – Ruth Humphry)

Once a year the Associate Chair for Finance and Administration will send the current Departmental Space Allocations out to the SAC Committee for review at that time a message will also be sent out to all DAHS informing them of the review and asking them if they have any requests for space beyond the basic faculty/staff office space assigned to and by the Divisions and Centers. This “assignable” space will include:

- Space needs for externally funded research
- Space needs for new educational programs and training grants
- Doctoral work stations

The SAC will review each space request, and make a recommendation to the Chair regarding the relative merits of the request, as well as specific suggestions for space within the SOMB that might be appropriately assigned/reassigned for this use. In addition, the SAC will work with the Chair’s office in conducting an annual review of the Department’s usage of space assigned to Allied Health within the SOMB. The purpose of this annual space review will be to identify unmet space needs and to recommend possible reassignments of DAHS space to address these needs.
**Requesting Assignable Space:** Requests for space can be submitted at any time, using the attached form. Space requests must be signed and submitted by a Division Director or Associate Chair. The request will be reviewed and evaluated by the SAC in the context of 3 primary considerations:

1. Will the proposed space utilization contribute significantly to the Department’s mission of teaching, research, and/or clinical service?
2. Is there funding to support the activity planned for the requested space? In the case of research, indicate the funding source and total direct costs and indirect (F&A) costs that will support the research.
3. Is the space requested reasonable and appropriate for the proposed use?