

Procedures for Space Allocation

Graduate School of Oceanography, URI

Adopted in November 2025

These procedures are based on the 2014 policy document adopted by the GSO Space Committee. This version adds clarification on Emeritus Faculty, research faculty, and vacated space, and makes changes related to the recently adopted budget model. This version also simplifies the Periodic Review section. This policy provides program-specific guidelines for the Graduate School of Oceanography and serves as a supplement to URI space policies. All URI policies take precedent over these GSO space policies.

Dean's prerogative. The Dean of Oceanography assigns all space held by GSO, in consultation with the GSO Space Committee. The Dean informs the space committee of space allocations made beyond those coming through the space committee. The Committee's role is to evaluate requests for space utilization, to audit current space use and to recommend to the Dean the assignment of space based on the policies stated here.

Primary and Secondary Space for GSO Faculty. Assistant, Associate, and Full Professors, Associate and Senior Marine Research Scientist (MRS), Associate and full Research Faculty shall be allocated Primary Space generally consisting of one office space and one additional office or laboratory space. Assistant MRSs and assistant research faculty are assigned an office as Primary Space. Faculty with joint appointments may be assigned Primary Space but are not entitled to Primary Space based solely on their joint appointment.

Additional space assigned to faculty, MRSs, and research faculty shall be based on the specific needs of the research programs of these individuals; this space is referred to as Secondary Space. Secondary Space allocations shall be identified with specific research programs and this space will be returned to the available space pool when the research program ends or when the use is no longer required. Requests for Secondary space are to be made in writing to the Space Committee, and include the rationale for the request, the area required, start and end dates and any special requirements.

Assistant MRSs and assistant research faculty can request Secondary Space directly if they carry out an independent research program. Postdoctoral researchers are not allocated lab space directly but make use of space assigned to their faculty or MRS advisor. Technicians share a full-sized office with one other person (i.e., two people per office).

Secondary Space allocations can also be made to collaborative or interdisciplinary research projects involving groups of individuals. The requirements may relate to the development of new experimental or laboratory facilities, and the assignment could be based in part on anticipated benefits to the institution and on available and anticipated

funding. Such groups shall identify an individual as manager for the duration of the allocation, one who is responsible for the space. Secondary Space assigned to groups shall be returned to the available space pool when the collaborative research program shrinks significantly in size or is phased out.

Periodic Review. The Space Committee reviews the use of space periodically, especially the secondary space, and reports to the Dean.

Office Space for Graduate Students. Students can be placed in spaces that are assigned to individual faculty, MRSs, and research faculty. In addition, offices designated for graduate students are assigned to the Academic Associate Dean. Assignments for those offices are made annually, prior to the beginning of the academic year, and the Space Committee is kept informed of the assignments.

Office Space for Postdocs. Postdocs can be placed in spaces that are assigned to individual faculty, MRSs, and research faculty. The advisors of postdocs can request office space for postdocs if needed. Postdocs share a full-sized office with one other person (i.e., two people per office).

Space Assigned to Directors and Group Leaders. Space for Sea Grant, the Coastal Resources Center, and similar groups is assigned to the Director or group head, who is responsible for allocating space for activities in the designated area, subject to review and approval of the Dean. In these areas the Primary/Secondary framework does not apply. Assignments will be documented and a summary provided to the Space Committee for review and to the Dean of Oceanography annually or upon request. The Space Committee should review space assignments in these areas, and make recommendations to the Dean, if desired.

Visiting Scientist Space. Space allocation for use by visiting scientists will be recommended by the Space Committee in response to requests from faculty, MRSs, and research faculty, and in consultation with the curricular groups. In the event that a visiting scientist office has been designated in a building, assignments for periods of 3 months or less may be made by the designated cognizant individual, or by the Chair of the Space Committee for buildings with no one so designated. The longest period of assignment for an individual is one year. A typical visiting scientist will be allocated a 2-person office that may be shared with another person.

Space for Emeritus Faculty. GSO follows URI policy as expressed in the University Manual (7.10.12): “The University, recognizing the valuable contribution that faculty emeriti are able to render, shall make every effort to provide an office, secretarial

assistance, working space and equipment to all who desire to continue their scholarly activities. These privileges shall be accorded on an annual basis by the appropriate academic dean upon recommendation of the department chairperson, depending upon the availability of funds and space, and the nature and value of the retired member's work." GSO also follows URI space policy in effect as of August 2, 2022: "Emeritus faculty who still carry teaching loads, have ongoing funded research, and/or advise graduate students may keep a single office, when possible. Other emeritus faculty should share an office or hoteling space when possible." Allocations to faculty emeriti are to be made through the Space Committee, and all spaces allocated to emeritus faculty are Secondary Space assignments and will be based on the level of activity of the emeritus faculty, scholarly needs, and overall space needs of GSO personnel. Faculty emeriti should submit a written plan for vacating their space when they announce their intent to retire. If they plan to keep the office and/or lab space after retirement, they should include justification and timeline in the written plan.

Space Allocation for Affiliates. Affiliates are individuals and groups working at the Bay Campus who are not employed by the Graduate School of Oceanography, including those associated with other units of the University, State and Federal Departments and others. Requests for use of space by Affiliates are to be made through the Space Committee, and all spaces allocated to Affiliates are Secondary Space assignments.

Public Area and General Facilities. General and public space, including auditoriums, classrooms and conference rooms, are treated as campus-wide facilities, and their use scheduled by the Dean's Office in the same manner as other common GSO space, for meetings, seminars, special events and classes.

Vacated Space. All vacated office and lab space held by GSO will automatically return to the GSO space pool. The space will be immediately available for request. Student office should be requested by emailing the Academic Associate Dean. Other space request should be submitted on the GSO facility webpage. The space committee will review the request in a timely manner, taking into consideration the needs expressed in the justification on the application form.

Vacating Labs. People should follow the URI procedures on laboratory clear outs and move-ins, which can be found on URI website.