

Procedures for Space Allocation at the Narragansett Bay Campus Graduate School of Oceanography, URI

These procedures are based on the 1995 policy document adopted by the GSO Space Committee. It incorporates changes adopted in 2002 relating to shared and individual office spaces and to graduate student space. Dean Corliss and the Space Committee adopted it in its present form in March, 2014.

Dean's prerogative. The Dean of Oceanography assigns all space in URI buildings at the Bay Campus, in consultation with the Space and Long Range Planning 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. Each faculty member, Associate and Senior Marine Research Scientist (MRS) shall be allocated Primary Space of ~475 ft² generally consisting of one office space, approximately 175 ft.², and additional office or laboratory space, approximately 300 ft². Assistant MRSs 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 and MRSs 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 can request Secondary Space directly if they carry out an independent research program. Postdoctorals are not allocated space directly, but make use of space assigned to their faculty or MRS advisor. In most cases 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, using a building-oriented procedure as described here. The Dean provides the Committee with a list of the faculty and qualifying MRSs eligible for Primary offices. "Qualifying MRSs" are those working full time and others so designated by the Dean. The Committee notifies, in writing, the individuals in the building that a review is underway. The individuals respond to the Committee, in writing, with the same information indicated above for the initial request. The Committee carries out its review, using information in the written responses, inspection of the space, a survey of current and ongoing research funding and other factors. The Committee then distributes a draft of the proposed assignments to the interested parties for comments. Subsequently the Committee makes recommendations to the Dean for a final determination.

In the case of Secondary Space allocated to groups, the review may occur independently of the routine, periodic review, and should be carried out at the time specified at the time of the initial assignment or the most recent review.

Space for Graduate Students. Offices suitable for graduate student use are assigned to the Academic Associate Dean. Assignments for use of student office space are made annually, prior to the beginning of the academic year, and the Space Committee is kept informed of the assignments. Office space for graduate students can be assigned to individual faculty and MRSs in buildings where an equitable distribution is straightforward. (As of Spring, 2013 only the Watkins building fits this description.)

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 and MRSs, 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 office will have two desks, one for visitors staying 6 months or more, and one for use by short-term visitors, *e.g.* visiting speakers.

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." Allocations to faculty emeriti 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.

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. The Director of Facilities is assigned spaces used as support facilities, including maintenance areas, mechanical rooms, storage areas and rest rooms.