

REVISED AGENDA
CELS FACULTY AND PROFESSIONAL STAFF MEETING
TUESDAY DECEMBER 10, 2013
CBLS 10
10AM

- 1) Call to Order (Dean Kirby)
- 2) Approval of the Minutes of the October 16, 2013 CELS Faculty and Professional Staff Meeting (Dean Kirby)
 - Text available at: <http://web.uri.edu/celsgov/meetings-minutes/>
- 3) Announcements (Dean Kirby)
 - a. Provost Presentation – Donald DeHayes
 - b. Affordable Health Care Presentation – Laura Kenerson
 - c. Results of the Election of CELS Research Committee members:
 - i. Marta Gomez-Chiarri (term ending 2016)
 - ii. Scott Mc Williams (term ending 2016)
 - iii. Tracey Dalton (term ending 2015)
 - iv. James Opaluch (term ending 2015)
 - v. Geoffrey Greene (term ending 2014)
 - d. Results of the election of CELS Cooperative Extension & Outreach Coordinating Committee
 - i. Alyson McCann (term ending 2016)
 - ii. Rebecca Brown (term ending 2015)
 - e. Nominees required for electing of faculty members for two standing committees
 - i. Commencement Committee (three members)
 - ii. Bylaws & Review Committee (three members)
- 4) Reports of Standing Committees
 - a. Curriculum Committee (Cathy English)
 - b. Space Committee (Mark Stolt or designee)
 - i. Report on implementation of Space Policy
- 5) Report from Ad Hoc Committee on Reorganization
- 6) Old Business (Dean Kirby)
 - a. Proposal by Space Committee to Amend Bylaws (Mark Stolt or designee) --- for discussion and vote
 - i. Text provided as Appendix 1
- 7) New Business
- 8) Adjournment

APPENDIX 1

Proposed Bylaws Changes Introduced October 16, 2013 by the Space Committee

11.4 Space Committee.

- 11.4.1 Charge. The allocation of adequate office, laboratory and other space shall be in support of Faculty engaged in our mission of teaching, research, extension and service (See Section 1.2). ~~The Space Committee shall act in an advisory capacity to the Dean. The Dean shall be final arbiter of space allocation within CELS.~~ Procedures for the allocation of space within CELS shall follow the current university-wide policy on the allocation and utilization of space as published in the University Manual (Policy #05-1). Recognizing these space-allocation guidelines are general in nature, covering the allocation of office space and some general-use space among the various colleges of the university, the charge of the CELS Space Committee ~~committee~~ is to advise the Dean on space policy and allocation. The Dean shall be final arbiter of space allocation within CELS. It is understood that faculty must be assigned space as available adequate to perform their assigned tasks. ~~The committee shall invite discussion with affected faculty and affected academic units prior to making a recommendation.~~
- 11.4.2 Members. The space committee shall be composed of seven (7) Faculty members and shall be maintained with nominees selected by the departments and appointment made by the dean. No department may be represented by more than one member. Space Committee terms shall be for three years with initial appointments established with approximately one-third of the members with a three year-term, one-third with a two-year term and one-third with a one-year term. Committee members shall not serve more than ~~that~~ two consecutive terms. The Associate Dean for Research and Outreach shall serve in an *ex-officio* capacity and shall be responsible for maintaining the space inventory database on behalf of the Space Committee.
- 11.4.3 Chairperson. The Space Committee shall elect its own chairperson at the beginning of the academic year. *Ex-officio* members may not serve as chairperson.
- 11.4.4 Requesting space. Requests for new space, including laboratories, graduate student office space and non-college-wide conference room space, shall be handled through a proposal process with review by the Space Committee.
- 11.4.5 Space request form. The Space Committee shall create a single uniform space proposal template for all space requests that will contain an outline of factors used in evaluation of requests for different types of space. The Space Committee may periodically revise the proposal template as it deems necessary.
- 11.5.6 Office space. Allocation of faculty, staff and administrative office space by the Space Committee and Dean shall follow the principles set forth in the

University-wide space allocation guidelines (University Manual Policy #05-1).

- 11.4.7 Research space. Research space shall be defined as all laboratory, conference, storage, and office space for researchers or extension personnel (e.g. graduate students, post-docs, research or extension associates, grant administrators) fulfilling the Research and Extension Missions of the College.
- a) For the allocation of research space, no single criterion or any specific formula shall be used. Rather, the assessment will be based on several criteria, such as success in procuring extramural grant support, ~~amount~~ ~~and~~ nature of research support, the quality and quantity of peer-reviewed publications, presentations at national and international scientific meetings, and the specific use of the space in fulfilling the College's Mission.
 - b) Faculty investigators with funded research grants, as well as new faculty hires, shall have highest priority for laboratory space allocation.
 - c) No amount of research space is guaranteed to any individual in perpetuity.
 - d) Size, quality and location of allocated research space shall be determined with consideration of numbers of graduate students, post-doctoral associates, and undergraduate researchers served, size and nature of grant support, and nature of the research equipment to be housed.
 - e) If space is requested, the current investigator shall retain space for bridge period no less than two (2) years beyond the cessation of funding in which no further funding has been forthcoming. After the expiration of the bridge period, the space may become open to reassignment via the proposal process, however bridge periods may be extended beyond two years by the Dean.
 - f) Space cleanout. Cleanout of offices and storage spaces shall be done prior to reassignment in consultation with the University Archives in the Library to assure proper disposition of potentially historically significant materials.
- ~~11.4.8 Shared space. Although in some cases shared space may not be feasible, a general principle of shared research and research support space among investigators is expected and proposals for new shared space allocation shall be afforded a higher priority in the approval process.~~
- ~~11.4.9.~~ 11.4.8 Specialized classroom or specialized laboratory space. Each department with needs for specialized classroom or specialized laboratory space for large, sensitive, or specially-dedicated equipment (e.g. computer labs, electron microscopes, test kitchens, greenhouses) shall be reviewed separately from review procedures for more general-use laboratory space.
- ~~11.4.10. Space utilization reporting. All Faculty with research space shall be required to submit an annual research space utilization report as part of the annual workload planning process to be reviewed by the Space Committee and the Dean.~~

- ~~11.4.11. Space utilization audits. The Space Committee may conduct audits of research space utilization at any time.~~
- 11.4.12 11.4.9 Teaching lab preparation space. Departments that have responsibilities for teaching laboratory courses shall be assigned an adequate baseline allocation of general laboratory space for use in class preparation and/or maintenance of teaching materials (e.g. animal specimens, plants, etc.).
- ~~11.4.13~~ 11.4.10 Temporary space allocation. Space may be temporarily allocated by the Dean to accommodate visiting scholars or investigators undertaking preliminary work in preparation for grant submission.
- ~~11.4.14 Storage space. Adequate storage space for teaching and low-use research equipment may be allocated to departments either at Kingston or at the outlying farm or research facilities.~~
- ~~a) Storage space shall be evaluated by the Space Committee periodically to assure active space use and to avoid the accumulation of obsolete materials.~~
- ~~11.4.15 Low-use space reassignment. Upon recommendation of the Space Committee, the process of space reassignment commences.~~
- ~~a) An investigator shall retain space for bridge period no less than two (2) years beyond the cessation of funding in which no further funding has been forthcoming.~~
- ~~b) After the expiration of the bridge period, the space may become open to reassignment via the proposal process, however bridge periods may be extended beyond two years by the Dean on the advice of the Space Committee upon petition by the investigator and their department chair.~~
- ~~c) Space cleanout. Cleanout of offices and storage spaces shall be done prior to reassignment in consultation with the University Archives in the Library to assure proper disposition of potentially historically significant materials.~~
- 11.4.16. 11.4.11. Emeritus Faculty. Emeritus Faculty may be allowed lab or office space on a guest investigator basis through a sponsoring principal investigator who is already assigned space or alternatively he or she may request research space by request and review by the Space Committee and approval by the Dean.