

Department of Ecology and Evolutionary Biology

Principles for space allocation and usage in BSB

Final: December 4, 2015

Overarching principle: Achieving the multiple benefits of shared laboratory space and equipment requires a climate of communal good-will and a consensus that there is no acquisition of space just to have space.

A. *Principles for allocating space for new hires*

1. The space needs of new faculty should be discussed before searches begin to ensure that appropriate space is available for the potential research activities of successful candidates. Discussions must involve faculty within the relevant neighborhoods, but the final decision of neighborhood assignment rests with the EEB Department Chair, in consultation with the Associate Chair for Space and Facilities and the Executive Committee. When appropriate, discussions should include the chair and other appropriate people in other units located in BSB.
2. When assigning new faculty to a neighborhood (or neighborhoods), it is important to take into account the maintenance of an intellectually productive milieu and the shared culture of work flow and equipment usage within a given neighborhood, regardless of the formal unit affiliation of the faculty member.
3. We expect that new faculty's space needs will grow rapidly as their program develops and this rapid change must be taken into account in space allocation decisions.
4. As appropriate, start-up funds for new faculty should be used, at least in part, to enhance shared research infrastructure (including cost of purchase, repair, and maintenance). Unnecessary duplication should be avoided.
5. Research scientists: laboratory space for research scientists should be assessed on a case-by-case basis. Relevant considerations include: degree of activity (including involvement in graduate education, interactivity within the department, and a need to be housed in BSB as opposed to, e.g., the Varsity Drive facility).

B. *Principles for initial allocation of space in BSB and ongoing management of shared space*

1. Allocation of space is based on real needs, rather than history, seniority, amount of grant funds, or a strict multiple of people in a lab group. No one *owns* any space. The definition of "needs" varies considerably among research areas in EEB, but may be related to number of people in the research group, space required for equipment, specialized facilities required, and may also vary considerably within a year for some researchers. Many faculty members' research will likely span different types of neighborhoods (e.g., computational and wet lab, field biology and biogeochemistry, field biology and biodiversity wet lab) and thus space may be allocated across neighborhood as appropriate.

2. Strong efforts should be made to keep some laboratory space available as surge space, both for short-term needs by research groups and for visitors.
3. Each neighborhood (or neighborhood pair) should have a faculty ombudsperson, perhaps chosen from outside the neighborhood, who is responsible for helping to resolve conflicts that may arise over space usage and for communicating with the department on emergent issues. It is likely this position will rotate among faculty, but the decision on how to allocate or shift this position lies within the neighborhood. If the neighborhood ombudsperson cannot help the individuals involved to reach a mutually agreeable solution, then the Department Associate Chair for Space and Facilities and the Department Chair, in consultation with the Department Executive Committee, is responsible for reviewing and resolving space/facility issues.
4. Each neighborhood (or neighborhood pair) should have a staff person who is responsible for day-to-day routines of management of space and shared equipment usage in the entire neighborhood (or neighborhood pair). This may be a permanent position in some neighborhoods or may rotate among faculty-specific lab manager positions, depending on the work routines in that neighborhood. In all cases, at least part of the salary of these neighborhood lab managers should be covered by the department/college in recognition of the increased personnel costs associated with the savings achieved by shared laboratories.
5. The most productive way to encourage a culture of communal good will around shared laboratory space and facilities is to ask residents of each local neighborhood to work out space allocation and equipment usage (including sharing costs of purchase, maintenance and repair) themselves rather than to have a set of highly specific rules at the department level. We expect that the approaches used will differ among EEB neighborhoods (or pairs of neighborhoods), given that the groupings have quite different space usage patterns, including work routines and equipment usage. Structures for resolution of conflicts will be provided, but these will come into play only when residents cannot resolve issues themselves.
6. Faculty office space should be assigned as near as possible to their laboratory space (ideally on same floor within the same tower; if not, at least on the same floor). Priorities for assigning offices in BSB are faculty, then research scientists, then lecturers. Ideally an office should be available to use for GSI office hours. Every effort should be made to keep some offices available as surge space, e.g., for sabbatical visitors or overflow postdocs.
7. In light of ever-evolving lab membership and research approaches, it is necessary to maintain continuity in lab knowledge, best lab practices, and consistent protocols about assignment and usage of space and facilities
8. In general, space should be managed so as to satisfy continuing, emergent, and temporary needs. However, care should be taken to avoid unnecessary disruption associated with shifts in space allocations.