

Policies of the University of North Texas	Chapter 11
11.011 Research Space Assignment Administrative Policy	Facilities and Real Estate

Policy Statement. All University of North Texas (UNT) buildings, space, and land belong to the university and are subject to assignment and reassignment to meet the overall needs and best interest of the institution. Long-range planning for optimum use of these university assets is a continuing process. The assignment and use of space must change with university priorities. This may include space currently and traditionally held by academic units. UNT strives to provide research space that is of sufficient size and functionality to support faculty members’ research as part of their professional workload, to train the next generation of researchers, and to support sponsored research projects, all vital missions for UNT. In particular, it is an expectation that faculty members conduct research as part of their professional activities and the university recognizes the need for individual investigator, multi-investigator, and shared research space to support these endeavors.

The University strives to provide appropriate support to all three parts of a faculty member’s role: teaching, research, and service. In many cases, that includes access to research space, but it does not guarantee exclusive access to a given space. The purpose of this policy is to provide governance to the process of assigning and assessing utilization of research space to align with UNT research missions and objectives.

Application of Policy. This policy applies to tenured and tenure track faculty members and their students, postdoctoral researchers, research faculty members and scientists, other research staff and participants, and research centers and institutes.

Definitions.

1. **Research Space.** “Research Space” means space that is used to conduct research and is considered to include all space used by personnel involved in research activities.
2. **Category 1 Research Space.** “Category 1 research space” means an individual or shared space assigned to faculty or staff members that have active, externally-funded sponsored projects.
3. **Category 2 Research Space.** “Category 2 research space” means space allocated to researchers who demonstrate the need for research space to develop externally-funded sponsored projects or as part of their contributions to research mentoring and scholarly productivity.

Responsibilities.

Per UNT Policy 11.002, Space Management and Assignment, the president (or designee) may assign or reassign space as needed. Through this authority, the Provost and Vice President for academic affairs (VPAA) and the Vice President for Research and Innovation (VPRI) are authorized to assign or re-assign research space. Regarding the assessment and recommendations for research space, the Research Space Adjudication Subcommittee

(RSAS), a subcommittee of the Space Management and Planning Committee (SPMC), will annually make research space assignment recommendations to the SPMC, who will review the RSAS recommendations and pass them on the VPAA and VPRI for final approval.

1. RSAS Composition. The RSAS will be comprised of one representative from each of the following units: (a) Office of the Provost, (b) Office of Research and Innovation (c) Office of Space Management and Planning (OSMP), (d) College of Science, (e) College of Engineering, and (f) two faculty representatives from grant funded tenured faculty. Deans outside the Colleges of Science/Engineering may be added to the RSAS as *ad hoc* members when research space pertaining to faculty or staff members of their college is assessed or assigned.

2. Annual Space Assessment and Assignment Recommendation. Research space assignments will be reviewed during February of each year by the RSAS. Department chairs will provide recommendations for research space assignments within their departments to the RSAS. For departments that include or participate in Institutes of Research Excellence, the chair will consult with the Institute director before making a recommendation. Chair recommendations will consist of designations as category 1 or category 2 research space, new assignments, return of research space to the pool of available space, and brief statements supporting the recommendations.

By the end of the fall semester, the RSAS will provide faculty and staff members an opportunity to submit additional information in support of their current space assignment if the RSAS is considering a change in assignments. During spring semester (after the February review), the RSAS will send its final recommendations to the SPMC. The SPMC will review the RSAS recommendations and send them to the VPAA and VPRI. By the end of spring semester, the VPAA and VPRI will issue a decision to the faculty and staff members accepting or revising the recommendations of the RSAS and SPMC.

Changes in research space allocation will be effective within 30 calendar days from the date of the decision by the VPAA and VPRI. In cases where renovations or additional time to move is necessary, the RSAS will develop an appropriate timeline in consultation with the faculty or staff members currently utilizing the space, the department chair, college dean, and UNT Facilities.

3. Ad Hoc Space Assignment. Occasions will arise in which assignment or re-assignment of space should be made outside of the annual cycle of assessment, recommendation, and assignment, for example, a faculty member assigned research space leaves the university, or work supported by sponsored projects (category 1) ends without likelihood of new external sponsored projects (reversion to category 2). The process for *ad hoc* space assignments will follow the same procedures as the annual assessment and assignments.
4. Space Assignments for New Faculty. The respective department chair will submit a request for research space for new faculty prior to the start of the search to the respective dean or unit supervisor. This request will include a recommendation of the room(s) to be assigned and an assessment as to whether renovation will be required.

The request will be routed for approval via e-mail to the VPAA and VPRI. If renovation of the space will be required, the VPAA and VPRI will contact UNT Facilities upon approval of the request. The department chair will need to submit a PRE estimate form to Facilities, in order for Facilities to prepare a plan and ensure that the space is ready for the new faculty member the day she/he arrives on campus. The respective dean will work closely with Facilities to monitor progress of the renovation projects required.

5. Guiding Principles. The guiding principles of this policy are to (a) maximize the utility of the university's research space, (b) standardize the allocation and review of research space, (c) produce accurate research space reports per THECB and federal expectations, (d) enable enhancement of faculty research productivity, (e) support and increase the amount of sponsored research, and (f) enhance the university's ability to recruit and retain research-active faculty members.

The most important consideration should be to ensure that research space is assigned based on the faculty or research staff member's existing externally funded sponsored projects (category 1) or developing (category 2) sponsored research projects, their productivity (as measured by external funding, peer-reviewed scholarly publications, patents, and/or national and international presentations), and mentoring of students (as measured by completion of terminal degrees as prime example). Therefore, the amount of research space assigned will often be largely proportional to the number and size of sponsored projects, the specific requirements needed to fulfill those sponsored projects (e.g., number of personnel, size and physical requirements of equipment), and the measures of research and mentoring productivity. Efficient use, as well as the encouragement of synergistic activity, will also often be facilitated by the assignment of shared research space. Research space allocation will be aimed at utilizing efficiently existing space and the renovation of space as funding and return on investment warrant.

References and Cross-references.

UNT Policy 11.002, Space Management and Assignment

Forms and Tools.

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Revised: