

## Center for Energy Research

### Space Allocation Procedures and Policies

Established August 1, 2018. Office space policy modified July 29, 2021.

#### GENERAL SPACE POLICIES

##### A. Goals:

Center for Energy Research faculty and research members are entitled to the assignment of space appropriate to their functions as researchers. This space includes an office and, in some cases, laboratory areas that are assigned to principal investigators as well as the use of space that is shared among several CER members. The assignment of office and laboratory space is based upon justified need and reasonable use, and is to be reviewed by the Space Committee.

##### B. Space Review Procedures:

The Space Committee will review requests for additional space and will submit their recommendation to the CER Director for final decision. A letter describing the review process and its conclusions will be sent to the faculty/research member and submitted for approval to the Director. A copy of this letter with the Director's signature will be filed with Space Committee minutes for future reference.

##### C. Office Space Assignments:

1. Permanent single-occupancy office: Only full time Faculty members, Research Scientists, and Directors, with active CER grants in the past 3 years, and Administrative Staff are assigned an office. Full time is defined as funded at  $\geq 75\%$  time. Exceptions are the MSO and other staff with confidential files, who also gets a single-occupancy office at  $>50\%$  time. Faculty members only get assigned a permanent single-occupancy office if they do not have an office in their home department.
2. Permanent dual-occupancy office:
  - Part-time ( $<75\%$  time) faculty members, Research Scientists, Directors, and Staff.
  - Any person in 1.0 whose CER office locations is not used at least 3 days per week, on average, such as persons with other work sites or persons working from home.
  - Project Scientists, postdoctoral scholars, and R&D engineers.
  - Emeritus Professors and Researchers as long as they are actively involved in CER activities such as teaching, research, or committee service.
3. Temporary Desk Space:
  - Graduate students are guaranteed a desk space while they are working with a CER PI . PIs that have laboratory space should assign their lab space to their graduate students. Graduate student office space will be evaluated and may be reassigned on an annual basis by the CER director with consultation by the executive committee.
  - Short-term visitors.
4. No Space:
  - Undergraduate students would need to be accommodated within the lab space of the PI.

#### D. Laboratory Space:

1. CER faculty and research members may request additional or different space for laboratory or research activities. To be considered, all requests must provide a written justification. Decisions will be made on a case-by-case basis, but the governing principles are: (a) availability of space, (b) scholarly activity and funding, (c) ongoing contributions to the welfare of the Center (such as committee service or teaching), and (d) past service to the Center. Applicants for space are encouraged to submit requests for additional space early.
2. The space committee will review laboratory space use at least annually. If the space committee determine that space is being underutilized, CER members may be asked to consolidate or vacate space or to occupy alternative space. This is for the benefit of newly hired faculty or researchers in need to execute on funded activities or build out a research program. Requests to consolidate or vacate space will be made as far in advance as possible, and whenever possible will coincide with the end of an appointment or the end of a sponsored agreement or both. Once a space committee request to vacate is approved by the director, a schedule to vacate will be developed with consultation of the affected individual within 4 weeks. The implementation of that schedule will be monitored by the space committee.
3. Upon retirement, Emeritus Professors and Researchers' laboratory space is by default reassigned to the center. The laboratory space (sole or shared space) can be temporarily reassigned to the Emeritus Professor/Researcher upon a justified request per (D.1) above. Usage and continued assignment of that space is reviewed annually thereafter and reassignment is at the discretion of the Director, with advice from the Space Committee.