

Center for Energy Research
Space Allocation Procedures and Policies

Established August 1, 2018

GENERAL SPACE POLICIES

Last Revised by Space Committee

8/01/2018

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.

Space allocations will be reviewed by the Director and Space Committee annually.

C. Office Space Assignments:

1. Permanent single-occupancy office: Full time Faculty members and Research Scientists are assigned an office.
2. Permanent dual-occupancy office:
 - o Part-time Faculty members and Research Scientists who are less than 50% funded OR whose CER office is not their primary work location.
 - o Project Scientists & Postdoctoral scholars
 - o Emeritus Professors and Researchers as long as they are actively involved in Center activities such as teaching, research, or committee service.
3. Temporary desk space:
 - o Graduate students are guaranteed desk space. PIs that have laboratory space should assign their lab space to their graduate students. Available graduate student office space will be evaluated on an annual basis and space will be assigned based on seniority and proximity to the PI's laboratory if applicable among other considerations. One of the goals is to bring graduate students together who are working for the same PI. To achieve this goal, space will be re-evaluated annually.
4. No Space:
 - o Undergraduate students should be accommodated within the lab space of the PI.

D. Laboratory Space:

1. CER Faculty and researchers 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 determines that space is being underutilized, CER members may be asked to consolidate vacate space or to occupy alternative space. This is for the benefit of newly hired faculty or researchers in order 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 in consultation with 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.