Space Bylaw Guidelines
Adopted on 12-2-2011
Revised on 10-5-2012

Introduction
The Department of Chemistry and Biochemistry faculty members are entitled to the assignment of space appropriate to their functions as teachers and researchers. This space can include an office and laboratory areas that are assigned personally to the faculty member, as well as the use of space that is shared among several faculty members. The assignment of space is based upon justified need and reasonable use, and is to be reviewed every six months, by the Department Space Committee. Based on the recommendation of the Space Committee following such review, space may be reassigned by the Chair. A letter describing the review process and its conclusions will be submitted for approval to the Chair. Once approved, a copy of this letter, with the Chair’s signature, will be filed with Space Committee minutes for future reference.

Rules and Procedures
1. Space Committee members, appointed by the Department Chair, can be assigned by division; however, no space shall have a divisional designation. Department shall retain “ownership” of any released space and allocate it according to the Department Space Formula.

2. Annually, at the end of the calendar year (December), the Space Committee shall conduct a complete review of current personnel and verify the information with each faculty.

3. To the extent possible, faculty requests for additional space will be reviewed on a semi-annual basis rather than piecemeal to allow for a more systematic and unified consideration of requests.

4. As part of consideration for any future faculty FTE, the Chair shall consult with the Space Committee regarding best possible space options.

5. In providing space options, in any circumstance, the Space Committee in its recommendation as well as the Chair in his/her final allocation, should consider the following:
   a. OSHA rules and regulations - safety to lab workers
   b. Proximity to colleagues
   c. Future growth
   d. Contiguous space
   e. Natural light in employee work areas

6. Annually, at the end of the calendar year (December), the Space Committee shall conduct a complete review of current personnel against
the Department Space Formula and the actual allocation of space and make a full recommendation to the Department Chair. The recommendation to the Chair will include an evaluation of over- and under-utilization of space.

7. The basic faculty allocation for all research-active experimental faculty will include the faculty member plus up to two members of the research group. The basic faculty allocation for all research-active theoretical/computational faculty will include the faculty member plus one member of the research group. Additional space will be allocated for additional members according to the Department Space Formula.

8. A Chemical Education faculty member shall be allocated an initial 200 sqf, and any additional space shall be allocated according to the Departmental Space Formula.

9. Graduate students whose OGS-approved primary advisor is a Chemistry/Biochemistry faculty member will be included in the Department Space Formula.

10. The base allocation or allocation for each lab member provides enough room to accommodate visitors, masters, and undergraduate students.
    a. Visitors are not included in Department Space Formula.
    b. Although research Masters students are not explicitly included in the space formula, advisors may request and should be allocated additional research space as necessary to accommodate research MS students.
    c. Undergraduate students are not included in the Departmental Space Formula. Given their transient or part-time tenure, counting them is difficult.
    d. Administrative Assistants funded by the department shall not be included in the Departmental Space Formula, and space used by them shall not be counted against any Faculty. Administrative Assistants directly funded by faculty will be included in the Department Space Formula.

11. It is noted that a research group may have a mixture of experimental as well as theoretical personnel, and space will be allocated based upon individuals rather than a group designation.

12. Research Inactive faculty, i.e. faculty with no research funding and no students for a consecutive four years, shall be subject to reassignment of space by the Department Chair, based on review and recommendation by the Space Committee.
13. When a space action is being considered, all affected parties (i.e. principal investigators) should be informed by their space committee representatives and advised that their space may be impacted prior to any final recommendation. Before a final space recommendation is forwarded to the Chair, it is the goal that affected faculty members have an opportunity to participate in the process of space reallocations, even while recognizing that final authority rests with the Department Chair.

14. Consideration of multiple solutions to any modifications in space are encouraged whenever reasonably possible, such that affected parties will have an opportunity to examine options and express preferences. Faculty may request a meeting with the Chair to discuss any available options.

15. Upon receiving recommendations for space reallocations, the Chair, in conjunction with the Department COO, will propose estimated timelines for project completion and inform all affected parties.