



## STANDARD OPERATING PROCEDURES

These policies and procedures may be updated as business processes change. The date of the latest version of each section is noted below.

### Space Allocation Policy

Approved June 2018

#### Purpose

This policy determines how decisions are made related to allocating space in the College of Forestry<sup>1</sup>. It is intended to convey principles and criteria that will:

1. Provide strategic, consistent, transparent and optimal space allocations in the college,
2. Provide the ability to respond effectively to meet current and future space needs, and
3. Ensure the safety and well-being of faculty, staff and students in the college.

#### Background

Space is an essential resource. The college has many functions that all require space in order to achieve their highest potentials and to maintain them over time. Space allocation decisions will be strategic, consistent and transparent in order to optimize the productive use of this resource; to advance the missions and priorities of the college, departments, and support units; and to enable faculty, staff, and students to efficiently and effectively meet their goals and duties. Space may require reallocation based on fairness and need, and when priorities of the college, departments or support units change. This policy helps guide difficult choices when allocating space among the various functions of the college. This policy also establishes a Space Committee responsible for assessing space needs in the college and making allocation recommendations to the Dean. The Dean is the final authority on all space allocation decisions for the college; however, she or he may delegate all or part of this authority to the Space Committee.

#### Space Management Committee and Process

The Space Management Committee recommends space allocations to the Dean and conducts regular inventories and assessments of all space allocations, uses and needs. The Dean appoints the Space Management Committee which will typically be composed of two administrators in the Dean's Office (e.g., Associate Dean or Director), each of the Department Heads, and various unit managers. The Dean will appoint the Chair of the Committee. There is no term limit to serving on the Committee. The Committee may establish an ad hoc advisory group composed of representatives from various employee and student groups within the college.

The Committee's duties include:

1. Inventorying allocations and use of space, as needed;
2. Recommending space allocations to the Dean;

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<sup>1</sup> This Space Allocation Policy only governs facilities in and around Peavy Forest Science Center, Richardson Hall, Emerson Lab, and the Oak Creek Building. Off-campus resources are not necessarily subject to this policy.

3. Reviewing and making recommendations to the Dean regarding requests for space allocations or appeals of space allocation decisions; and
4. Arbitrating space conflicts.

**Space Requests Process:** Any individual with anticipated changes in space needs will submit, in writing, a detailed request for space allocations including all supporting documentation to their supervisor, who has discretion in forwarding the request to the Space Management Committee for evaluation and consideration. Decisions will be documented and conveyed in writing by the Committee to all affected parties within 30 days of a space allocation request.

### **Guiding Principles**

The following principles guide space allocations:

1. Space is a limited resource owned by the college and administered by the Dean.
2. Space is allocated based on fairness and need and according to the strategic academic, research, and outreach priorities established by the college, departments, and supporting units.
3. Clustering departmental spaces is desirable, although alternative clusters by functions or interests are appropriate.
4. Current and anticipated needs, not historical allocations, are the primary weights in space allocation decisions. Consequently, all interior and exterior spaces, regardless of their current use, occupants, or the period the spaces have been occupied or used by the incumbent, may be subject to reallocation by this policy. However, space allocations will seek a balance between flexibility to meet changing demands and stability to meet long-term needs.
5. Space allocation and reallocation decisions will be transparent, with procedures that enable affected programs and individuals to participate in allocation decisions. However, the Dean has the final authority on allocating space in the college.

### **Space Allocation Criteria**

#### ***General criteria***

1. The Dean assigns space to the Department Heads, Unit Directors / Managers, and Associate Deans, who are responsible for allocating spaces according to the principles and criteria of this policy.
2. Current CoF faculty, staff, and students have priority in space allocations (e.g., office, desk or workstation, lab bench, etc.). All other individuals directly contributing to the strategic goals of the college (e.g., retired faculty, visiting professionals) may be allocated space on a temporary, space-available basis.
3. There may be costs (e.g., physical moves, remodeling, specialized equipment handling and set-up, lost productivity) associated with space reallocations. These costs are the responsibility of the College, Department, or Unit initiating the move in response to this policy.
4. Qualified individuals with special space needs will be accommodated as feasible in accordance with [\*OSU Policy of Nondiscrimination on the Basis of Disability\*](#) (revised 04/01/2013).
5. All vacated space is subject to reassignment by the Dean.
6. All requests for exceptions to this policy will be submitted in writing to the appropriate supervisor, who has the discretion to forward the request to the Space Committee for evaluation and consideration. The Space Committee will make a recommendation to the Dean on each case within a reasonable time frame.

#### ***Office / workspace criteria***

7. Individual space allocations will meet [\*OSU Space Standards\*](#) (revised 06/01/2012) contingent on limits to available space.

8. Office spaces are assigned to and allocated by the person responsible for their management (i.e., Dean, Department Head, Associate Dean, Director / Manager).
9. No person will be allocated more than one office or workstation within the college.
10. Allocation of single-occupancy offices and access to private meeting space for full-time employees (i.e., 1.0 FTE 12-month, 0.75 FTE 12-month, and 1.0 FTE 9-month) will be made in accordance with the following criteria:
  - a. Tenured/tenure-track professorial faculty, or other professorial faculty, and instructors with a minimum 0.75 FTE appointment in the college will be the highest priority in single occupancy office allocations.
  - b. All other full-time employees' needs for single-occupancy offices (e.g., confidential communications, daily in-person conversations, quiet or noisy work environments) will be considered and allocated accordingly on a space-available basis.
11. Faculty and staff with part-time (i.e., <0.75 FTE) appointments will be housed in shared offices or open landscape (i.e., cubicles, workstations) settings with at least one other person.
12. Emeritus faculty office space will be allocated on a space available basis and in accordance with *CoF Administrative Memo #103 College of Forestry Policy Governing Space Assignment for Emeritus Faculty*.
13. Graduate students will be allocated no more than one workspace in a shared or open setting to meet their learning and research needs.
14. Faculty with primary offices not located on the Corvallis Campus (e.g., Cascades campus, extension, College Forests' and other research forests' faculty) may be allocated shared office space while working on the Corvallis Campus.
15. Visiting professionals who are directly contributing to the research, teaching, or outreach goals of the college may be allocated a private or shared office on a space-available basis.

#### ***Classroom criteria***

16. Classrooms and other teaching facilities will not be depleted as a result of space reallocations in accordance with *OSU Policy to Maintain Sufficient Instructional Space (08/21/2012)*.

#### ***Research / laboratory criteria***

17. Reductions in the college's research/laboratory space capacity will be avoided whenever possible.
18. Department Heads are responsible for ensuring appropriate use of research/laboratory space assigned to their departments, including lab safety, accessibility, cleanliness, and the care and maintenance of equipment. Department Heads may delegate managerial oversight for laboratory spaces to lead faculty members.
19. All research/laboratory space, including cold rooms, dark rooms, equipment facilities, etc., will be defined by its primary function(s) and made available to any faculty member with a justifiable and documented need of such space and so long as capacity is available. Department Heads will set the criteria and process for permitting access to laboratory space for which they have managerial responsibility.
20. Laboratory space is allocated to individuals in the college who have a defined need for it, and on a space available basis. Tenure-track faculty will be given priority access to research and laboratory space to help them establish their research programs.
21. Emeritus faculty laboratory space will be allocated on a space available basis and in accordance with *CoF Administrative Memo #103 College of Forestry Policy Governing Space Assignment for Emeritus Faculty*.
22. The amount of space Department Heads may allocate to any research-active faculty is not fixed and may be reduced or expanded over time. The absolute amount of space allocated to any faculty member must be carefully justified based on current and future needs, not on the historical amounts of space that have been commonly allocated to them.

23. Storage, whether short-term, long-term, or archiving of samples, equipment, or materials will be in designated spaces. The College has an aspirational goal to provide adequate, designated facilities for long-term storage and archiving purposes. Storage is permitted within a laboratory insofar as it does not interfere with the functioning and safety of the lab. Individuals responsible for managing and monitoring lab use will be responsible for designating and monitoring storage within them. All other designated storage spaces will be managed and monitored by the individual assigned this responsibility by the Dean or Department Heads.

### **Notes and Additional Requirements**

- This policy supersedes all prior space related CoF policies. All individual agreements, written or verbal, associated with space allocations will be reviewed for consistency with this policy.
- Additional criteria that define consistent allocations across and within departments and support units will be added to this policy as they emerge in space allocation decisions.
- Users may not modify standard offices, such as paint and flooring, or remove items, such as blinds or furniture, without approval by the College Operations Manager or Dean's Office.
- The allocation of single-occupancy offices or access to a private meeting space for faculty and staff may be guided by their need to maintain requirements for FERPA (Family Educational Rights and Privacy Act) protected communications with students.
- This policy will be reviewed and revised by the Committee as needed.