

## **Research Space Management Procedures**

The following guidelines apply to research and research-related support space on the University of Kansas Lawrence Campus only. For policies and procedures on the Edwards, Medical Center and other campus, please contact the respective offices on those campuses. For the purposes of this policy, “research space” is defined as any space within University owned or leased facilities that is designed to be used for or supports laboratory experimentation, research, or training in research methods<sup>1</sup>.

### **Overview**

Campus infrastructure, including research, classroom, and office space, is considered a valuable resource that supports the academic and operational missions of the University. This includes providing a comfortable work environment for faculty and staff, ensuring that classroom facilities meet the needs of faculty and students, and accommodating the research needs of the University as a whole.

Campus facilities and spaces within are not owned by individual schools, departments, or organizations but rather by the institution. The Office of the Provost in collaboration with the Office of Research is ultimately responsible for the allocation of all campus research space based on the programmatic needs of a research center or school/college. In the latter case, these needs are determined by the dean of each of the relevant departments in collaboration with those departments, and all negotiations are to be conducted between the Office of the Provost, the Office of Research, and the relevant deans. Final decisions regarding research space assignments are made based on the overarching goal of maintaining the University’s national reputation for excellence in sustainable research programs. To achieve these standards, a centrally-managed allocation and review process for research space is necessary. Working in consultation with individual units, the Office of the Provost will use University strategic goals and [AAU Membership Policy](#) metrics as guidelines for determining the best use of research space throughout campus.

### **Guiding Principles**

Effective space management seeks to maximize utilization of campus resources, optimize support of the institutional mission and the mission of individual departments, and facilitate the advancement of University priorities. Space is allocated through a process that is fair and transparent to ensure resources are assigned equitably and in ways that adequately accommodate the functions they support.

At the same time, the University’s management of space must be flexible, responsive, and agile in order to address opportunities for recruitment and retention of quality faculty in a timely manner, as well as to anticipate future funding trends. For this reason, space allocations are not viewed as permanent but instead are expected to change over time as research needs, financial resources, and the productivity of individual researchers change.

In addition to these principles, research activity must comply with all campus policies and requirements:

- Research space, equipment, and materials must comply with all health and safety regulations and procedures, as defined by KU Environment Health and Safety (EHS).
- Research conducted in University facilities must only support University interests and relationships. All research conducted in such facilities must comply with University conflict of interest policies.

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<sup>1</sup> This includes spaces that are classified as Research/Nonclass Laboratory or Research/Nonclass Laboratory Service by the National Center for Educational Statistics Postsecondary Education Facilities Inventory and Classification Manual (FICM).

- Research space assignments must comply with all University policies and procedures including those that prohibit discrimination.

### **Process for Research Space Allocation**

The nature and amount of space necessary to support research and creative activities vary greatly, both within and across academic disciplines. As such, chairs and directors must be engaged in the allocation process to ensure that decisions regarding the assignment, renovation, creation or discontinuation of research space are properly and comprehensively informed.

To request new or additional research space, a unit dean, center director, or chair will be required to submit an online request at [www.maximo.ku.edu](http://www.maximo.ku.edu). When requesting research space for new hires, this process must be initiated at the start of the search process in order to ensure that adequate research space will be available. Details of allocated space included in offer letters should be accompanied by a statement that all space assignments are subject to the Research Space Management Procedures.

The University Space Management Office will schedule initial follow-up appointments within seven days of the request to gather additional details about the unit's needs. An analysis of the unit's allocated research space utilization, FTE headcount, external funding, and other growth indicators as well as the importance of maintaining unit cohesion, may be included as part of the decision process. Once information and supporting data are gathered, the University Research Space Management Committee will review the request and provide a recommendation to the Provost's Office no later than 60 days after initial request.

### **Retirement, Resignation, or Non-Reappointment**

As a matter of principle, research space that is vacated due to retirements, resignations, or non-reappointments does not remain allocated to the unit but is instead designated as "vacant" until a new allocation is made. This ensures more flexible and efficient use of resources as it provides a pool of available research space that can be used to best meet the needs of the university.

### **Review of Space Utilization**

Research funding and space allocations to post-tenured faculty are reviewed by the University Research Space Management Committee on an ongoing basis. Criteria associated with University strategic goals and used to evaluate and prioritize research space allocation include:

- AAU membership;
- federal external funding;
- non-federal external funding;
- other metrics of research productivity or impact;
- graduate research;
- awards;
- departmental cohesiveness;
- faculty mentorship;
- quality of space;
- the cost of remodeling reallocated space and prior investment; and
- needs associated with the recruitment and retention of a talented and diverse faculty.

Loss of funding and/or an inability to meet these criteria will initiate a 3-year probationary period during which the researcher must demonstrate meaningful progress toward meeting the expected standards of

productivity. The timing of grant application cycles and the quality of proposals submitted during this timeframe will be factored into the review.

Failure to do so may result in adjustments in allocations, especially in cases where criteria are not being met and clear progress is not being demonstrated. As with new assignments, the University Research Space Management Committee will provide recommendations for space allocation adjustments to the Office of the Provost.

Pre-tenured faculty are exempt from this review process, as it is expected that non-tenured faculty will be allowed appropriate time in a stable research space allocation to support uninterrupted progress toward tenure review.

Departments are encouraged to develop internal standards for requesting and utilizing research space in line with strategic University research goals. Space should be prioritized for post- and pre-tenured faculty but may be requested for emeritus faculty at the discretion of the unit provided that space is available, and the emeritus faculty meets University standards for research productivity.

The University Space Management Office, in coordination with the Office of Research, will also evaluate research space on an annual basis to assess that the space is appropriately and optimally utilized. Identification of potentially underutilized spaces will trigger an accelerated investigative and review process to assess additional qualitative and quantitative measures of productivity. This includes space assigned to non-tenured and emeritus faculty and other support space.

### **Roles and Responsibilities**

The following individuals are responsible for managing, allocating, or using research space on the Lawrence campus.

- Provost and Executive Vice Chancellor is the steward of all space at the university, including research space, and is responsible for ensuring that this space supports the academic and research mission of the University.
- The Vice Chancellor of Research supports and promotes research activity at the University, integrates research into the academic mission of the University, ensures it is compliant with University and government regulations, and consults with the Provost on research space needs.
- The University Research Space Management Committee reviews space requests, evaluates spaces identified as underutilized and provides recommendations for assignments to the Office of the Provost. Further information regarding committee procedures are available in the Procedure for Assigning Research Space on the KU Lawrence Campus document.
- Deans and directors are stewards of all space allocated to their units and are responsible for maintaining this space to support the programmatic need and priorities of their unit in keeping with the strategic research goals of the University.
- Department chairs provide the necessary leadership and oversight to ensure research space is being utilized in accordance with standards set by the University, in keeping with the strategic research goals of the University. Chairs are also responsible for providing an accurate accounting of research space utilization on at least an annual basis.
- Faculty members utilize research space under their direction to meet the research needs of the unit, and in keeping with the strategic research goals of the University.
- The University Space Management Office receives and investigates space requests, identifies options for fulfilling requests, and presents options and justifications to the University Research Space Management

Committee. The University Space Management Office also serves as the steward of the official space records for the University. It is charged with the approval and classification of spaces to ensure Federal and University requirements for reporting on academic, research, and administrative spaces are met.