

ACADEMIC ENTERPRISE RESEARCH SPACE MANAGEMENT POLICY Revised: 2-1-2013

Section 1: Background:

This document provides a brief history, guiding principles, and committee charge to provide research space recommendations to the EVP and Provost, Dean – School of Medicine and President. The following buildings have some type of research space and will be subject to review by the Academic Enterprise Space Advisory Committee.

Buildings Included

002	KEILLER BUILDING
004	MARVIN R. GRAVES BUILDING
006	CHILDRENS HOSPITAL
007	CLINICAL SCIENCES BLDG
008	J.S. ANNEX FR. OLD CHILDRENS
009	J.S. ANNEX FR. JOHN SEALY HOSPITAL
011	JOHN W MCCULLOUGH BLDG
017	RESEARCH BUILDING
019	MARY MOODY NORTHEN PAVILION
021	RESEARCH SUPPORT BUILDING
023	SHRINERS BURNS HOSPITAL*
030	BRACKENRIDGE HALL
031	CLAY HALL
041	GALVESTON NATIONAL LABORATORY
054	BASIC SCIENCE BUILDING
056	UNIV HOSP CLINICS BLDG
057	SCHOOL OF HEALTH PROF & NURSING
059	T.G. BLOCKER MED RES BLDG
071	MAURICE EWING HALL
073	NMR DOCKSIDE BUILDING
087	PRIMARY CARE PAVILION
121	REBECCA SEALY HOSPITAL

*Non-UTMB owned

Section 2: History

Before Hurricane Ike, space management was handled with little oversight from Academic and Research leadership. This type of fragmented approach has had an undesirable effect, and, in many cases, resulted in productive research faculty with poor research space, and unproductive research faculty with too much and/or high quality space. Along with this, there was no connection between the strategic vision for Research at UTMB and the investment in research space.

In 2008, after Hurricane Ike, loss of useable space, the need to move critical research functions off of ground areas and multiple relocations for many departments caused UTMB to realize the need for a comprehensive space management policy that ensures our research space is being utilized in line with the best interests and strategic research vision of UTMB and the Academic Enterprise.

Section 3: Space Principle and Committee Charge:

To manage research space in the Academic Enterprise, an all faculty committee consisting of faculty from all schools will be established to make recommendations to the EVP and Provost, Dean – School of Medicine. These recommendations will require final approval from the President. This committee will consist of 12 faculty appointed by the President with rotating appointments on a Fiscal Year basis (See “Membership” below). The chair of the committee will be a senior faculty member and the appointment will be funded through the Provost Office. Chairs, Institute and Center Directors are excluded from participating on the committee. The committee will be referred to as the Academic Enterprise Space Advisory Committee (AESAC).

The Academic Enterprise Space Advisory Committee (AESAC) is established to provide general guidance and specific recommendations to the Provost of the Academic Enterprise relating to the most effective use of existing research space, the assignment of new research space, and the need for future facilities development.

The Committee will:

1. Review AESAC space policy and recommend changes, as necessary, but no less than yearly,
2. Direct ad hoc targeted space analyses, as needed.
3. Create a centralized AESAC space pool to be allocated to areas where funded research or new research is taking place.
4. Conduct periodic space reviews, including a walk-through of all school, department, and Provost-managed Core research space. Review space survey information by department to determine unfunded space to be potentially reassigned to the AESAC’s space pool.
5. Recommend programmatic priorities for research space assignment and development of new research space.
6. Assist in defining the need for and scope of future research space and related support facilities.

Academic Enterprise Space Allocation Principles:

1. The SOM, SON, SHP, and GSBS Deans and respective department Chairs/Center & Institute directors are responsible for effectively managing research space assignments and as such are accountable to the Provost and President for appropriate use of this valuable resource. Space management will be considered an important aspect of the Chair's performance and considered in Chair reviews. For most departments, this task will require an active department space committee to review faculty and their space assignments. It is anticipated that individual departments will develop a space use policy within the framework of these principles.
2. The Academic Enterprise Space Advisory Committee (AESAC) will serve as a permanent committee advisory to the Provost, who will make recommendations to the President. The AESAC will review the research space of each department within each school on a periodic basis. The review will examine research productivity, space utilization, the importance of the work to the mission of UTMB, the quality of the research training functions, and funding. Written reports will be provided to each administrative unit under review. Deans/Chairs can express in writing information that he/she would like the committee to consider, but no presentations will be allowed directly to the committee.
3. When a faculty member or group has a justified need for additional space, the appropriate Chair will be approached first prior to the committee's consideration. The Chair will review the use of existing space and attempt to accommodate justified requests. If this is not possible, the Director/Executive Director (or equivalently responsible officer) will provide a written justification to the Provost and Chief Operating Officer requesting additional space. The Provost and Chief Operating Officer will review the request in the context of Academic Enterprise priorities. After determining that the request for additional space cannot be met within the existing allocated departmental space, the Chief Operating Officer will forward the request to the AESAC for approval/consideration. The committee will recommend from the available space pool the amount and location of the new space to Provost for review and approval. After approval from the President, the new space will be awarded.
4. In general, priority will be given to fulfilling programmatic needs, recruiting commitments, and investigator groups who desire contiguous space for synergy or shared equipment, and programs with special added value to the Academic Enterprise mission. Interdisciplinary programs and core laboratories should be given priority for space from the available space pool whenever possible.
5. UTMB will maintain a goal of having approximately \$300 dollars per sq. ft. of awarded direct and indirect research funding per year. It is expected that each laboratory meets this requirement by Fiscal Year 2015. Principles 6 – 10 (below) relate to the conditions under which such Academic Enterprise space can be developed and maintained.

6. Research space assigned in any new UTMB facility will be initially allocated to the available space pool. It is recognized that this approach may not be possible for all space due to stipulations made by the institution.
7. Within the Academic Enterprise, any research space vacated by a faculty member who move into new facilities or into new research space will be reassigned from the his or her parent department to the available space pool.
8. Currently assigned departmental research space judged to be underutilized in space reviews shall be re-assigned to the available space pool. The least utilized departmental space (e.g. 5 to 10 % of total space) will be presented to the Provost and President for reassignment. The determination of utilization will not be based solely on quantitative evaluation (e.g. dollars per asf), so that other criteria, such as academic and clinical contributions (pending grants, publications, education, institutional service, clinical revenues etc.) can be considered as well.
9. Any faculty member who does not appear to have an active research program, as reflected by not having peer-reviewed extramural funds, is at risk for having his or her research space reassigned or re-allocated to the space pool after receiving notification from the AESAC committee. A 6 month period will be allowed for vacating space from date of communication from Provost Office.
10. If the Provost approves a recruitment to replace a faculty member who leaves UTMB, his/her space will remain in the school or department for one year for such recruitment. If the recruitment is unsuccessful after a year, then that space would be reassigned to the available space pool.
11. These space guidelines will be reviewed by AESAC yearly and either reaffirmed or modified.
12. Emeritus Faculty Policy: with the recommendation of the appropriate Dean or appropriate Department Chair, space may be provided by the department, as long as it is well utilized and the school or department can provide the space and its use is approved by the Provost; university activities must take place in the space. If a emeritus faculty member is assigned research space, such space will be subject to the usual space review process.

Membership: The President shall appoint up to twelve (12) faculty committee members from all schools with staggered three (3) year terms. Appointees should cover the broad spectrum of faculty interests, representing a balance among disciplines, basic, translational, and clinical research, as well as geographic sites. The Chair will be selected by the President from the Membership. The Committee will be supported by the Strategic Planning & Operations team in the Provost Operations and Fiscal Affairs group.