

## **Procedure for Assigning Research Space on the KU Lawrence Campus**

### **Purpose**

Campus research space is dedicated to support the research goals of the University. As a member of the AAU, the University is vested in allocating this space to maximize its strategic and effective use. As indicated in the Space Management Policy, the University is ultimately responsible for assignment of space to departments, schools, and centers. The space needs that units have must always be balanced with what is in the best interest of the University as a whole. The University Research Space Management Committee is comprised of representatives from Faculty Senate, deans and chairs, and convened by the Vice Provost for Faculty Development and the Office of Research; it is advisory in nature, making recommendations to the Provost and Executive Vice Chancellor, who is ultimately responsible for making decisions based on committee recommendations. The committee is responsible for assessing the use of research space across campus, but its focus is directed on assessment and assignment of those research spaces in highest demand, including but not restricted to the Gray-Little Hall, Multidisciplinary Research Building, and Structural Biology Center. The committee may also be asked by the Provost to make recommendations on space assignment on an ad hoc basis in other areas where research and creative activities take place.

**Definition of research space** – 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.

### **Research Space Committee Structure:**

1. Committee Co-Chair – Vice Provost for Faculty Development  
Committee Co-Chair – Vice Chancellor for Research
2. Committee Standing Members
  - a. Representative from Faculty Senate appointed by the Senate on an annual basis with the term running from 1 July to 30 June aligned with the university fiscal cycle.
  - b. Dean representative appointed based upon a consensus of serving deans and serving a one-year term running from 1 July to 30 June.
  - c. Three academic department chairs currently serving in their respective departments. The chairs will be appointed by the Provost annually with terms running from 1 July to 30 June. Chairs interested in serving on the committee for the upcoming fiscal year will submit their interest to serve to the Provost no later than 1 June with selections for the upcoming year complete no later than 15 June.
3. The Director of Space Management will serve on the committee as a non-voting member and provide administrative support to the committee co-chairs and committee members as needed.

### **Decision Process**

1. The committee meets on a quarterly basis to consider space requests submitted according to the guidelines outlined in the Research Space Management Procedure.
2. Committee recommendations will be forwarded to the Provost for review and decision. Decision will be made and conveyed through the applicable Dean to the department making the request within one week of the quarterly committee meeting.
3. Emergency requests should be identified to the Director of Space Management. As appropriate, the Director will coordinate with the co-chairs to determine if there should be a special committee session convened to consider emergency requests.