

Policies and Procedures Regarding the Assignment of Space
College of Education
August 15, 2006

Space is one of the scarcest and most important resources in the College of Education (COE). With nine academic departments, 8 other units reporting to the Dean's Office, almost 200 faculty, over 100 staff, and over 5,000 students, the College's many programs have extensive and ever-increasing needs for physical space. Over the course of the last few years, the College has taken steps to address these needs, including working to have the Ramsey and Rivers Crossing buildings allocated to the COE. At the same time, however, contracts and grants in the college have tripled—with no additional space for research and with very limited designated research space (i.e., space that can be allocated to new or continuing research projects that is not currently assigned to faculty, staff or state funded graduate assistants).

The purpose of this document, therefore, is to clarify the College's heretofore implicit space policies and to begin creating a process through which faculty and department heads in the COE may request research, academic, and other space. The goal is to create a process that is as transparent as possible and that meets the diverging, and often conflicting, needs of the College as well as possible, given that the current shortage of space is projected to continue into the foreseeable future.

Space is discussed below in terms of the College's needs for office space, instructional space, research space, and multiuse or common space such as Centers, Clinics, and conference rooms.

I. Office Space

Policies

- All full time faculty (tenure and career track) will have a designated office. Faculty have priority for windowed offices. Retired, part-time, and visiting faculty may have access to an office if available and not needed by full time faculty or funded research projects.
- Faculty and staff offices will be allocated such that all faculty and staff within a given department/program will be as close together as possible
- Faculty, staff, and funded graduate assistants have priority for departmental office space. Visiting scholars may be housed in the offices set aside for this purpose in the college [G-2 Aderhold, 302 Ramsey, and 104 River's Crossing] if scheduled in advance with the dean's office and space is available. If no visiting scholar space is available and/or space is available within the department, vacant departmental offices may be assigned to visiting scholars in the priority noted above.
- Graduate assistants may be provided with office space, which will often be shared.
 - If hired on a funded project, graduate assistants should be housed in research project offices. If hired on the state instruction budget, they should be housed in available department space.
 - Graduate students who are not on assistantships or other funding (e.g., Fulbright, scholarships, etc.) should not be assigned offices.

Relocation/ Renovation Requests

Requests to relocate or exchange offices may be made online using the form labeled "Request Office Move" available at [http: www.coe.uga.edu/adresearch/space/](http://www.coe.uga.edu/adresearch/space/)

- Moving and renovation expenses for faculty seeking to change offices or for departments reassigning office space will not necessarily be covered by the College or the department. If any funding is available, the renovation requires prior approval from whomever controls the account that will be used to fund the renovation or moving costs. This includes costs for moving furniture if physical plant handles it, painting or touch up of the walls or floors [if not covered at no cost by physical plant], transferring telephones, adding drop lines for computers, etc. Funding must be determined in advance of the

request to move. Renovation of the building structure [removing, adding walls, etc.] requires advance approval from the dean's office and from physical plant.

II. Classroom Space

Policies

- Classroom space is currently allocated semester-by-semester based on the size of the class, special equipment needs, and room configuration.
- The college is Responsible for upgrading classroom furniture, non-technology equipment in college classrooms.
- OIT will, through classroom technology fees and with the advice of faculty, maintain and upgrade college classrooms and laboratory technology and equipment.

Classroom Requests

- Requests are made on-line through the department section manager.

III. Research Space

Research space is among the most difficult to assign, because needs change routinely (i.e., as funded grants begin or end) and because needs differ from department to department and even from faculty member to faculty member within departments. Recent steps taken to increase space available for research in the College include the following:

- Departments have been asked to relocate storage where possible to a new "penthouse" space above the 6th floor of Aderhold, to free up new research space. Materials from expired research projects will be stored in the penthouse for the duration of the time for which files must be retained. We will maintain a spreadsheet listing a box number, the contents of the storage box, the dates when the box was stored and anticipated shred dates for the box contents.
- The Dean continues to work with campus administrators toward a dedicated research and/or service (i.e., clinic) building.
- The escalator in Aderhold has been removed, and the reclaimed floorspace will be dedicated to research. Other steps have also been taken to create designated research space in the college

Policies

- Each summer, an audit of current space utilization will be completed by the Associate Dean for Research, Technology, and External Affairs to identify what is being used now for research projects and what research space may be reclaimed from projects that are no longer funded.

Funded research will have priority for assignment of the College's designated research space, because these are the programs that hire personnel who need the space. Decisions may be made between funded projects, or unfunded projects may be assigned research space, based on additional criteria including the amount of funding, the number of full-time personnel, the duration of the project, special equipment, departmental priorities, and the number of departments/ centers involved.

- Offices now within departmental areas that are not being used for faculty, staff, or funded graduate assistants may be reallocated on a temporary basis to research projects. Funded projects of departmental faculty will have first priority for these spaces.
- Each department in the College will identify a space—preferably about the size of a small conference room—that it will designate as potential research space. Faculty within the department

will have access to this space for the duration of any funded projects. At other times, it might serve other departmental or college purposes.

Space Requests

Requests for the use of the College's designated research space may be made on-line using a form found at www.coe.edu/adresearch/space/ entitled "Request Grant/Project Space." After receiving department head approval, submit to Karen Watkins, Associate Dean for Research, Technology, and External Affairs for approval.

IV. Common, Multiuse, and Other Space

Centers and Clinics

- Space for centers and clinics is prioritized because these facilities serve instructional, research, and public service functions. Maintenance and renovation of centers and clinics is funded through negotiated cost-sharing between the college and income-generating centers and clinics.

Common Spaces

- The COE is responsible for the furniture, renovation and look of such common spaces as entry halls in all of its buildings.
- [All conference rooms should be available for reservation by all members of the college.??¹]

Requested Actions:

1. Approve Policy Document with any suggested changes.
2. Ask departmental space committees to consider designating some departmental space as dedicated research space to augment available research space in the college.

← --- Formatted: Bullets and Numbering

¹ This was a recommendation from one committee member—and may be dependent on whether or not we make some conference rooms research space in each department. The issue that we raised is whether we need so many conference rooms in each department.