

From: MacQuarrie, Ronald
Sent: Wednesday, December 17, 2003 10:10 AM
To: Schweitzberger, Kathleen A.
Cc: Ballard, Steve
Subject: Research Space Policy
Kathleen,

I am writing to inform you about a draft policy on the allocation and use of research space that was developed by a faculty committee that I chaired. The members of that committee were Simon Friedman (Pharmacy), David Morrison (Medicine), Sullivan Read (Biological Sciences), and Zhonghua Peng (Chemistry). As you may know, the campus currently does not have a policy that addresses this topic, and we felt that it was important to develop one at this time, particularly in view of the shortage of high quality wet-lab research space and the planned construction of the health sciences buildings on Hospital Hill. I have discussed this draft at the Dean's Council meeting on December 11, 2003, and I have asked the deans to provide me with comments. I also would appreciate any comments from you or faculty senators about this draft or suggestions that would assist in the development of a campus-wide policy. If possible, I would like to receive all comments by January 27, 2004.

I have attached the draft policy. Please feel free to contact me if you have any questions about this document.

Ron

University of Missouri-Kansas City
Research Space Policy
Draft December 5, 2003

Research space is a critical resource to be used in support of the mission and goals of the university. Accordingly, the objectives for the assignment and use of research space are to:

- Enhance the scholarly productivity of the faculty,
- Increase the amount of sponsored research, and
- Recruit and retain faculty members.

This policy provides guidelines and procedures for the allocation of research space at UMKC.

Definition of research space

Research space is that space used in the conduct of research and is considered to include all space used by personnel involved in the research, including faculty researchers, undergraduate and graduate students, postdoctoral students, research assistants and associates, and technical and managerial staff. This definition includes activities involving the training of individuals to conduct research where the space is also used for other research purposes. Institutional Resource Facilities that may be used by multiple researchers are also included in the definition of research space. Faculty office space is not considered research space, nor is classroom or laboratory space that is used solely or predominantly for instruction.

Authority for assigning space

- a. The Collected Rules and Regulations of the University of Missouri vest authority for the assignment of space with the chancellor.
- b. As delegated by the chancellor, the provost will establish policies and procedures for the assignment and use of research space, including both existing and newly created space.
- c. Deans will have authority for the assignment of research space within their academic units as delegated by the provost.

Criteria/factors used to assign space

Research space is considered to be a valuable resource to be judiciously assigned in support of the campus mission and goals. Research space assigned to individual faculty members, departments, or academic units should not be considered to be permanent. Reassignments of space may be made as a result of new initiatives or the changing needs of the research programs on the campus. Annual reviews of space utilization should be conducted to assess current and future research space requirements and to determine if research space is being used efficiently and effectively. Such reviews will use established campus criteria, including the centrality of the program to the campus mission, the scholarly productivity of the program and its future potential, the amount of external funding, the programmatic requirements of individual projects, the contributions to graduate education, and the extent to which the program involves inter-departmental or interdisciplinary collaborations. The reassignment of research space should minimize disruptions to active research, while balancing the needs of both individual programs and the goals of the university. These criteria will be used to reallocate space among academic units and to assign space to individual projects. In addition, academic deans and department chairs are encouraged to develop additional specific criteria for research space assignments within their units. National standards and information from comparator institutions should be employed, as appropriate, for these purposes. Academic units requesting additional research space must provide justifications based on these criteria. Inter-school sharing of space and interdisciplinary collaborations and partnerships involving the shared use of space are encouraged.