**Research Space Allocation Procedures**

**(See: UMKC Space Management Policies and Procedures, Appendix B)**

**Allocation of Research Space Within and Between an Academic Unit(s)**

As delegated by the Chancellor, and in consultation with department chairs and/or division heads, deans have the authority to allocate research space for use by faculty members within their academic units. All tenure-track or tenured faculty members, research NTT faculty members and others, as deemed appropriate by the dean, are eligible for the allocation of research space. In general, an appropriate research space that is necessary and/or sufficient to conduct the type of research activity as defined by unit or discipline expectations will be allocated to all eligible faculty members. Research NTT faculty members with contractual research performance expectations will also be allocated space at the discretion of the dean, as defined in the NTT faculty member’s appointment and in consultation with the department chair where appropriate. Like all space allocations, the allocation of research space is not permanent but rather for a period of time deemed necessary or appropriate for the specific intended use.

Reallocation of research space within the unit is at the discretion of the dean and will be based on an assessment of specific research-related outcomes. If research expectations are not met, the dean may choose to reduce a faculty member’s research space allocation or in some cases reallocate the space. However, any tenured or research NTT faculty member who satisfies at least a minimal number of research productivity measures as defined below and/or by their unit will be allowed to retain a portion of research space or share research space to support their research efforts. Complete reallocation of an entire research space should be reserved for an extreme case of inactivity as defined by the unit.

Reallocation of research space between units is first reviewed by the Research Advisory Committee and a recommendation is made to the Chancellor or their designee, who makes a final decision based upon an assessment of specific research-related outcomes.

The specific requirements for research space allocation are to be negotiated by the faculty member with the dean or the dean’s designee (e.g., department chair or associate dean for research) at the time of hiring and/or at the beginning of a newly proposed research activity. Research space, as needed/required, will be allocated to all newly hired tenure-track faculty as well as newly hired tenured faculty regardless of external support. Conditions for specific space allocation should be specified in writing by the dean as part of the appointment/hiring process.

The institutional expectation for research space is that it be used to advance research, economic development, and/or scholarly activity. Thus, criteria for research space allocation are:

* Research activity that has high programmatic priority and is externally funded from sources that provide indirect cost at the federally negotiated rate.
* Research activity supported by any source of extramural funding
* Research core facility activity
* Research activity funded by internal research awards
* Research activity directly linked to publication of peer-reviewed primary research articles
* Research activity by faculty members directing student thesis/dissertation activity
* Support for post-doctoral trainees including dental and medical resident and fellows
* Research supported from endowments, gifts, or other internal sources of funding
* Undergraduate/dental/medical student research training
* Others, to be defined by the Unit and recognized by the Research Advisory Council (RAC) and Facilities Advisory Committee (FAC)

Each academic unit that allocates research space to faculty members should develop a policy statement to prioritize the research outcomes and measures that clearly define the expectations for research space allocation. Outcomes will be reviewed on a biannual basis to justify continued use of a specific research space. In the absence of specific unit prioritization, the Research Productivity Rubric described below will be used to assess research productivity for the purpose of maintaining a research space allocation. Unit-developed plans will not have research space productivity metrics less than those presented below.

There is no “gold standard” for specific outcomes by which faculty will be permitted to retain allocated research space; however, research expenditures and extramural awards carry the greatest weight. For disciplines not typically supported by extramural awards or funding, national recognition or another suitable replacement can be an acceptable measure of research activity. It is envisioned that a productivity profile will be developed from the outcomes listed above for each faculty member occupying research space. This productivity profile will provide the basis for space allocation decisions to be made by the dean.

**Categorization of Research Space by Activity**

Based on the level and type of research activity conducted in a given space, research space will be designated as:

* Active
* Protected
* Vulnerable (Under-utilized)
* Available

**Active Research Space:** Research space that, based on specified outcomes measurement, fulfills the unit and/or university expectations for productivity.

**Protected Research Space:** Space allocated to pre-tenure tenure-track faculty members or newly hired tenured faculty members; space that is contractually allocated to a faculty member for a specific time period or purpose; research core facility space (provided sufficient research-related activity to justify this assigned use can be demonstrated), etc.

**Vulnerable (Under-Utilized) Space:** Space thatdoes not meet the university or unit criteria defined for classification as **Active**.Research space that is not allocated to a faculty member or for a specific purpose and cannot otherwise be categorized as **Protected**. **Vulnerable Space** can be reclassified as **Protected** if it is part of a specific hiring plan that is approved by the Provost and moving forward.

**Available Research Space:** Space that is either presently unused by an academic unit or space that, based upon assessment, is deemed to be **Vulnerable** for two or more consecutive biannual assessments. Space in this category can be reallocated within an academic unit as needed, or be made available for shared use by another academic unit, or transferred to another academic unit on a temporary or permanent basis. The procedure for transfer of Available space will proceed by the established protocol detailed in the UMKC Space Management Policies and Procedures and priorities given below.

**Biannual Assessment of Research Space Utilization**

An assessment of research space utilization will be conducted biannually (even calendar years) in conjunction with the university space inventory. Data collected from the space inventory, PeopleSoft grant awards and expenditures modules, MyVITA, and/or faculty annual evaluations are data sources that can be drawn upon to produce a **Productivity Profile** for all faculty members having assigned research space.

During the Winter Semester of even numbered calendar years, the Office of the Vice Chancellor for Research will provide a research space Productivity Profile to the deans of academic unit housing research space. The Productivity Profile will include a tabulation of faculty research productivity and the specific research space(s) and total assigned square footage (ASF) allocated to each faculty member. Research productivity based on the rubric below will be used to categorize faculty members into the sets of those whose productivity meets or exceeds minimal university standards and those whose productivity would categorize them as below minimal expectations for a research space allocation. Research space occupied by faculty members whose productivity is below minimal expectations will be designated in this report as Vulnerable.

By the end of that fiscal year (July 31), the deans will report back to the VCR indicating whether the assessment is accurate or if additional criteria, data, or circumstances, including the rubric developed by the Unit, warrant reclassification of VCR-classified Vulnerable (Under-utilized) research space to one of the acceptable categories (i.e. Protected or Active). The VCR will reconsider the space designation based on the dean’s response and, with guidance from the Research Advisory Council, make a final recommendation to the Provost on the designation of the research space in question. This process should be completed by the beginning of the even-numbered academic Fall Semester.

Faculty members occupying space deemed **Vulnerable** due to lack of productivity will provide the dean with a 2-year plan for increasing research productivity to meet the level required for Active Space designation. If the proposed objectives are met as determined in the next biannual evaluation, a faculty member’s research space allocation can be returned to the **Active** status if approved by the VCR.

**Disposition of Vulnerable Research Space and Reallocation of Available Space to Other Academic Units**

Research space deemed to be Vulnerable for two consecutive assessment periods (4 consecutive years) will be designated “**Available”**. Faculty members occupying **Available** research space are in jeopardy of having their space reduced or reallocated within their academic unit as determined by their dean.

An inventory of **Available** research space will be maintained by the Associate Vice Chancellor for Facilities and made available to deans upon request. The inventory will be updated on a biannual basis. **Available** research space, as the name suggests, is available upon request as per the procedures outlined in *Section V* of the UMKC Space Management Policies and Procedures.

Faculty members occupying research space categorized as Available (based on performance deficiencies) can have their space returned to Active status upon restoration of productivity as determined by unit specifications and approval by the dean (see above). It is the responsibility of the dean to notify the Associate Vice Chancellor for Facilities of such action in order to update the space inventory. Otherwise, **Available** research space can be reallocated as the need arises within the faculty member’s academic unit. Faculty members occupying **Available** research space are thus at risk of having their space reallocated on a needs basis.

Research space deemed **Available** is also available for collaborative or shared use by other academic units or for temporary or permanent reallocation to another academic unit based on necessity or desirability of the space for a specific activity. When considering the transfer of research space from one academic unit to another, considerations must include the best interests of the university, the greatest potential for advancement of the research mission, and a future plan/strategy for the return of space to the “donor” unit. A priority will be given to unit space reallocation plans that involve collaboration between “donor” and “recipient” units, or plans that involve the creation of a shared resource space.

A request for additional research space can be made according to the procedure in **Section V** of the **UMKC Space Management Policies and Procedures**.

**Appeals**

Faculty members can appeal the research space designation (i.e. Vulnerable or Available) of space assigned to them. Appeals are to be made in writing to the VCR and should document how activity in the research space in question meets or exceeds the unit or university criteria for **Active** or **Protected** research space. The VCR will review the appeal in consultation with the Research Advisory Council and make a recommendation to the Provost. The Provost will either uphold or overturn the designation of the Research Space and report back to the faculty member and unit dean.

**Roles and Responsibilities**

**Chancellor**

* Controls all campus space
* Delegates authority on research space to Provost or Provost designee

**Provost**

* Assigns space to academic units (deans) as delegated from Chancellor
* Decides on research space appeals

**Vice Chancellor for Research**

* Oversees the biannual campus Research Space Productivity Report and communicates this to the Provost
* Receives and reviews (in consultation with the RAC) space designation appeals; reports disposition of appeal to faculty member, unit dean and Provost
* Establishes university priority for research outcomes in consultation with the RAC

**Associate Vice Chancellor for Facilities**

* Conducts annual Campus Space Audit
* Provides appropriate Research Space Allocation data to VCR

**Academic Units**

* Develop and maintain unit policy and procedure statement on the research outcomes necessary to maintain active research space designation

**Deans**

* Allocates unit research space
* Reallocates research space within unit based on established unit or university criteria

**Research Advisory Council**

* Advise the Vice Chancellor and Provost on policies and procedures relating to research space allocation
* Advise the VCR and the Provost on defining a priority ranking and rubric for expected research outcomes necessary to maintain Active space designation
* Consult with the VCR on space reallocation appeals

**Facilities Advisory Committee**

* Hears requests for the acquisition of additional research space based on established policy and procedures

**Faculty Member**

* Maintains an active research program
* Advises the dean on the development of unit criteria for research space designation and the priorities for maintaining active research space designation
* Appeals space designation decisions to VCR

**Research Space Productivity Rubric: Numeric determination of “Active Research Space”1**

Research space is designated as Active if the biannual assessment results in a score of greater than 12.

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| **ACTIVITY** | **SCORE** |
| P.I. on Extramural award >/=$50,000/year direct cost | 1 |
| P.I. on Research Award from Federal Agency | 1 |
| Generates total research expenditures >/= $100,000 | 1 |
| Supports two or more research personnel on external award | 1 |
| Co-Investigator on Extramural Research Award | 0.5 |
| Author on primary research publication | 0.5 |
| Chair of student thesis/dissertation committee | 0.5 |
| Postdoc Training | 0.5/postdoc/year |
| Graduate student training | 0.5/student/year |
| Undergraduate/Dental/Medical Student training | 0.25/student/year |
| Maintains Endowment *or* Internal Funding Source | 0.25 |
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1Academic units are expected to develop their own rubric for the assessment of Active Research Space; however, unit-developed plans will not have research space productivity metrics less than those presented here. In the absence of a unit-specific this rubric will be used.

2 Based on 250 square feet of assigned space or smallest research space the unit can assign. Within a unit, the amount of space allotted to an individual investigator should be proportional to their productivity score.