Physical and Biological Sciences
Space Management Principles and Guidelines
(Revised in consultation w/ chairs & directors 3/21/07)

Campus Space Management Framework—(from UCSC Space Management Principles 8/26/02)
UCSC's space management principles provide a framework for assignment and management of space in order that campus space is used efficiently and effectively to meet the campus' mission of instruction, research, and public service.

UCSC Space Ownership and Authority—(from UCSC Space Management Principles 8/26/02)

- The Regents "own" all UCSC space.
- The Chancellor has overall responsibility for the equitable and optimum use of space resources and has final decision authority for the planning, allocation, assignment and reassignment of all space.
- The Chancellor has delegated authority to allocate space to the CP/EVC.
- CP/EVC has allocated space to individuals designated as "space control officers." The space control officer for the Physical and Biological Sciences is the dean, who is responsible for assigning space to departments and ORUs within the division.

Divisional Framework:
Divisional space allocations shall support teaching, learning, and research, aligned with the strategic objectives of the University and the academic plan for the division.

As they relate to the assignment of space, Acting Chancellor Blumenthal's stated objectives include:

- Recruiting and retaining the outstanding faculty, staff, and students that characterize our campus;
- Building on our academic strengths as we refine and implement our academic plan;
- Expanding graduate programs and enrollments, and considering the creation of additional professional schools;
- Maintaining our distinction and achievements as an outstanding undergraduate institution;

The CP/EVC has charged the dean with building a strong academic program: recruiting and retaining faculty in line with current enrollments, meeting and increasing graduate enrollment targets, sustaining undergraduate enrollments, and expanding summer course offerings. The CP/EVC includes increasing contract and grant activity and private giving among other priorities for the division.

Dean's Responsibility and Authority:
The Dean is responsible for the allocation of space to units within the division, as aligned with divisional and campus goals and objectives. The re-allocation of space between units is at the discretion of the dean, after consultation with chairs and directors.

Department Chairs' and Director's Responsibility and Authority:
Within the parameters set by campus objectives, the divisional academic plan, and the academic goals of the department, chairs and directors are responsible for the optimal allocation of office and research space among faculty, based on research need and level of research productivity. The re-allocation of space within the department is at the discretion of the department chair/director, taking department, divisional and campus goals into consideration. In addition, it is the responsibility of the department chair/director to ensure there is a consultative process to establish criteria for the assessment of space assignments, and to provide an ongoing assessment of space utilization based on current and emerging needs of the campus, the division, and the department.

VIVARIUM Space Management Principles and Guidelines

(Revised in consultation w/ the Dean, Campus Veterinarian, vivarium-specific Faculty 1/20/11)

Assignment of Vivarium Space

All reasonable efforts will be made to meet the space needs of investigators without jeopardizing accreditation standards or the health and well-being of animals. Users who have compatible species and compatible protocols may be required to share rooms. Three principles apply to the priority guidelines, as below:

- All room assignments are temporary.
- Sponsored research has highest priority.
- Some space must be available for unsponsored research.

Priority for Vivarium Space Assignments (highest to lowest)

- Sponsored Research: Peer reviewed competitive research from major federal agencies, e.g., NIH, USDA, FDA, CDC, DOD, other grants and contracts, and start-up funding for new academic hires.
- Unsponsored interdisciplinary projects with anticipated outcomes of publications and/or grant applications
- Unsponsored individual investigators with anticipated outcomes of publications and/or grant applications
- Graduate student research

Vivarium Space Allocation—Decision Making Process

The Attending Veterinarian will determine all space assignments and reassignments, working in conjunction with the Vivarium Space Advisory Committee. The Advisory Committee shall be comprised of tenured or tenure-track faculty from both the School of Engineering and the Physical and Biological Sciences Division (no proxies for faculty members will be allowed to serve on the committee).

In the event that the Veterinarian and the Advisory Committee are unable to reach agreement about the assignment or reassignment of vivarium space, the Dean, who is responsible for the oversight and allocation of space to all units within the division, will make the final determination after consultation with the Dean of Engineering (as appropriate).

Application to Access Use of Vivarium Space

Optimum space allocation requires anticipating future space needs. Department chairs and unit directors recruiting new faculty, and PIs submitting proposals for extramural funds must consult the Attending Veterinarian as early as possible to determine potential space assignments.

Note: No commitment of vivarium space may be made during faculty recruitment or written into any contract or grant proposals without review by the Attending Veterinarian in consultation with the Dean. The Dean's office must receive copies of all requests in writing.

6-14-11 Letter from Dean Thorsett to Dept Chairs

To: Chairs Bowman, Einarsdottir, Ottemann, Akeson:

RE: Allocation of space in the Biomedical Sciences Building

As the space management officer designated by the EVC, I am writing to formally outline governing principles and space assignments for the UCSC Biomedical Sciences Building (Biomed), scheduled for occupancy in Spring 2012.

General Allocation and Assignment of Biomed Space

Biomed will be occupied by faculty in both the Baskin School of Engineering (BSOE) and the Physical and Biological Sciences Division (PBSci), with roughly 25% of the space allocated to BSOE and 75% of the space assigned to PBSci. Vivarium space has been assigned 100% to PBSci, because the vivarium is managed by PBSci and serves a single-use purpose, which is not transferrable to any other program. Because of this, the Office of Capital Planning has determined that the vivarium square footage will not count toward any assessment of space for research or administration for the Physical and Biological Sciences Division. Note that the square footage totals in this letter are rough and for illustrative purposes only. Capital planning will refine the assigned square footage (asf) once the building has been completed and spaces re-measured.

The fourth floor of the new interdisciplinary Biomedical Sciences Building was partially funded by the California Institute for Regenerative Medicine (CIRM) and will therefore be dedicated space for stem cell research. The third floor will house faculty conducting neuroscience and developmental biology research. The second floor is designated as BSL 2 space for pathogenesis and microbiology research; faculty on this floor must follow BSL 2 protocols. The first floor is designated as growth space for Biomedical researchers, however, in the short term it will be used as much needed surge space for Ecology and Evolutionary Biology and other space-impacted departments.

The Dean will re-delegate the authority for the management of assigned space to the Department Chairs whose faculty are assigned the majority of space on any particular floor. Department Chairs are expected to ensure fair and equitable assignment of office space and equipment/procedure/cold/fume rooms and to manage the space on behalf of all occupants on the floor. The single, large seminar room on the second floor will be managed by MCD Biology, the department holding majority space in the building, on behalf of all building occupants.

The re-allocation of space between departments is at the discretion of the deans, after consultation with chairs and directors. While the deans may delegate decisions regarding specific space allocations to department chairs, chairs and directors are responsible for the optimal allocation of space based on research need and productivity, and aligned with current and emerging needs of the campus, the division, and the department.

Unassigned laboratory space will be held by the PBSci Division and the Baskin School of Engineering to meet hiring priorities in the biomedical sciences for the departments of Microbiology and Environmental Toxicology; Molecular, Cell and Developmental Biology; and Biomolecular Engineering. In the short term, unassigned space will be used as surge space for impacted departments. The deans will allocate unassigned space; requests for use of unallocated space must be made in writing to either the PBSci or BSOE Dean's Office, depending on the department requesting use of the facility.

To account for variations of PBSci departmental assignments in Biomed from the draft plan in the building PPG, as well as other short-term divisional needs, some permanent and temporary reassignments of space in Sinsheimer and PSB will occur as secondary effects of this occupancy plan, and will be documented by a separate letter to PBSci chairs.

Specific Assignment of Space

Vivarium

The vivarium space (12,400 asf) will be assigned 100% to the Physical and Biological Sciences Division, aligned with the divisional management and oversight of the vivarium. The Attending Veterinarian will determine all space assignments and reassignments within the vivarium, working in conjunction with the Vivarium Space Advisory Committee. The Advisory Committee shall be comprised of tenured or tenure-track faculty from both the School of Engineering and the Physical and Biological Sciences Division (no proxies for faculty members will be allowed to serve on the committee). In the event that the Veterinarian and the Advisory Committee are unable to reach agreement about the assignment or reassignment of vivarium space, the Dean of the Physical and Biological Sciences will make a final determination after consultation with the Dean of the Baskin School of Engineering (as appropriate).

PBSci Space Allocation Guidelines

Laboratory Space

The Biomed design concept was based upon a model that accommodated 6 PIs per floor, i.e. one PI would occupy one open lab bay, half a fume hood room, half an equipment vestibule and remaining space would be distributed per floor based on research needs.

Laboratory space that supports the occupants of a single floor (34,118 asf) will be assigned to the divisions in accordance with the PPG. 75% of the lab space (25,588 asf) will be assigned to PBSci. 25% will be assigned to the Baskin School of Engineering (8,520 asf). This category includes open PI lab space, small and large procedure rooms, equipment rooms, fume hood rooms, cold rooms, and specialized space that is PI specific (i.e. not shared by other floor or building occupants).

Common Lab Support

PBSci and BSOE will share use of one-of-a-kind, unevenly distributed space in the building (1,494 asf), 75%/25%, respectively. Common lab support space includes autoclaves, flammable storage, glass washer space, and darkrooms.

Faculty Offices

Faculty offices comprise approximately 3,360 total asf. Each floor has 6 faculty offices to be assigned to faculty with assigned lab space on that floor. 18 (75%) of these offices will be assigned to PBSci and 6 (25%) of these offices will be assigned to BSOE.

Additional office space

There are two additional office spaces for faculty, technical staff, post-docs, or research staff on levels 2,3, and 4 (6 @ approx. 140 asf each, 840 asf total). Level 1 does not have additional office space, however, there is a larger scholarly activity room on this floor. These offices are to be assigned proportionate to lab space assignments on each floor.

Conference/interactive/scholarly activity space

Conference/interactive/scholarly activity space comprises approximately 4,000 asf in the building. Each floor has one conference room (~300 asf), one mail/coffee-microwave/copier room (105-190 asf), an open interactive/kitchenette space (~135 asf, at entry to conference room), and one scholarly activity room (~475 asf on level 1, ~275 asf levels 2, 3, and 4. Conference rooms will be managed and administered by the department chairs whose faculty are assigned the majority of space on any particular floor, for the support of all individuals on that floor. Interactive/mail/copier space will support all users assigned to the floor.

Seminar space

The large seminar space on the second floor (1,005 asf) will be available for use by all building occupants. Note the large seminar space will be managed and administered by MCD Biology, the department holding majority space in the building, on behalf of all building occupants.

Other

The building administrative support room, the EH&S designated space, and the instrument repair shop shall be assigned 100% to PBSci. Specifically: a) one EH&S room (117 asf) on level 1; b) one instrument repair shop on level 1 (428 asf, located at the end of the office block, adjacent to a mechanical room); and c) one administrative support room (958 asf) on level 3.

The overall goal of these assignments and delegations is to manage space in the Biomedical Sciences building flexibly to support interdisciplinary biomedical research on the Santa Cruz campus. The intent is not to micromanage the square footage assigned, however, the deans will occasionally assess the overall allocation of space so that it remains within range of the distributions outlined here for the Physical and Biological Science Division and the Baskin School of Engineering.