

Purpose

This Research Space Policy, developed in collaboration with the Provost, Office of Research and Scholarship, and the Academic Deans, establishes a grounding philosophy and guidelines for the efficient and productive use of research and related adjacent office space on UNE's Biddeford and Portland Campuses. This policy is designed to provide institutional guidance for research space use decision making and to provide faculty, professional staff, and administrators with a better understanding of the rationale upon which these decisions are based.

Faculty-led scholarly activities at UNE span across all colleges/units and are grounded in our mission to create, apply, and disseminate new knowledge and in so doing, to provide scholarly experience and training to students at all levels of study. Furthermore, tenure track faculty are expected to conduct a robust program of academic scholarship as part of their professional activities. Therefore, a goal of this policy is to provide sufficient research space to support faculty research activities, while balancing the needs of individual faculty with the strategic priorities of units and the University.

Guiding Principles

- The policy for space allocation is grounded in the principles of equity, transparency and process simplicity for key stakeholders including faculty, Deans, and Central Administration.
- As with all types of space at UNE, research space belongs to the University, and is a valuable resource. Authority for research space allocation lies with the Provost.
- Research space allocation is based upon programmatic and strategic needs and priorities as determined by the University and related academic unit level strategic plans.
- Research space assignments are not permanent and are assigned to activities, not individuals. Accordingly, assessment of space allocation will be an ongoing process, and will include evaluation of ongoing utilization of existing research facilities, assessment of evolving faculty/unit research needs, and evaluation of anticipated future research space needs to support the strategic goals of the University.
- Optimal use of research space typically includes shared use of facilities.
- Use of research space, materials and equipment must adhere to all health and safety regulations and procedures as defined by UNE Department of Environmental Health and Safety.

Priorities for assigning research space (in rank order):

1. Extramural grant funding. Priority is given to extramurally funded research which provides IDC return to the University, especially those projects that are funded at the full negotiated rate.
2. Number of students engaged in research activities. Undergraduate, graduate, or professional.
3. Research Productivity. E.g., peer-reviewed dissemination of scholarly works
4. Number of grants submitted. Priority given to those with competitive scores.
5. Number of papers under review; scholarly (peer-reviewed or invited) presentations.

Additional considerations for space allocation (not in rank order):

1. Alignment with University strategic priorities/investments
2. Junior faculty on tenure track

3. Recruiting/retention offers
4. Gap year in funding
5. Faculty changing research focus or re-establishing research program
6. Access to specific equipment/instrumentation that is installed in specific area
7. Proximity to other researchers with complimentary research interests/needs
8. Proximity to PI's office
9. Nature of research space needed (e.g., wet lab, animal facilities)
10. Accessibility

Roles and Responsibilities

Provost and SVP Academic Affairs	Steward of all university spaces that support the academic and research missions of the University. Responsible for space allocation for teaching and research purposes
Associate Provost for Research & Scholarship	Supports research and scholarly activity at the University, integrates/aligns research and scholarship in the academic mission of the University and ensures research activities are compliant with University and Federal regulations and consults on research space allocation with the Provost and the VP for University Operations
Deans/Unit Directors	Stewards of spaces allocated to their units for programmatic needs including academic and research activities
Department Chairs	Collaborate with the Faculty and Dean to prioritize space allocation requests based upon unit needs and priorities
Faculty	Effectively utilize and manage space assigned to them to meet the research and academic needs of their unit

Process

Requests for Research Space (and associated office space, as appropriate) should be made via the Space Request Process for the University. A request requires a description of the type and amount of space needed, justification (based upon guiding principles), and signoff by unit leadership. All space requests specific to Research will be forwarded to the Office of Research and Scholarship for evaluation and prioritization by the Associate Provost for Research (APRS). The APRS, in consultation with the VP for University Operations, will make recommendations for research space allocation; authority for final approval lies with the Provost/Senior VP for Academic Affairs.

Current Faculty: Research space allocation and usage will be periodically reviewed by the unit to determine the adequacy/surplus of research space assigned and any needs for renovation. This assessment will take place as part of the annual review process (see below) and will be shared with the Office of Research and Scholarship to inform the assessment of university research space utilization.

New Faculty: When new faculty are recruited to the University, the school/college/unit should request space to support its hire, prior to, and as a part of, the hiring process. Once the final candidate is identified for a new position, details about research needs and space should be provided to the Associate Provost for Research and Scholarship, including any needed renovations, in order to optimize university space allocation and planning and in order to provide clarity of commitment to the incoming faculty member.

Reallocation of Research Space: The reallocation of research space will be needed periodically. This will sometimes result in the displacement of research equipment or other types of research infrastructure. The unit should work with the Office of Research and Scholarship and Environmental Health and Safety to ensure proper re-assignment, relocation, or disposal of such assets as per University policy.

Research Space Productivity Assessment

Research space is a valuable University asset and thus assessment of space utilization and productivity is an important aspect of research space management. Research space utilization will be evaluated on an annual basis and adjusted as needed based upon strategic priorities of the university. To this end, a combination of financial and non-financial productivity measures will be used as part of the overall assessment of research space productivity allocation and assignment. Examples of financial measures of research space productivity include:

- a. Total research expenditures (direct + indirect costs) for extramurally funded research (\$)/ sq. ft;
- b. Indirect costs (\$)/ sq. ft