
University of Pennsylvania School of Medicine
Policy & Procedure Manual

Allocation of Research Space

ADMINISTRATION
Policy Number: ADM-SPA-001
Date Approved: November 21, 2001
Date Updated (Titles and Procedures):
February 28, 2003

I. PURPOSE

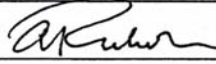
To provide a methodology for the allocation of research space at the School of Medicine.

II. POLICY

The allocation of research space is a critical responsibility of the Dean of the School of Medicine together with the heads of academic units. This document is intended to provide a working methodology to enact recommendations of the 2001 Space Policy Task Force Report (*Strauss Report*). Metrics such as total direct costs from sponsored research, research expenditures and indirect dollars/net square foot are important indices for research space allocation. However, all allocations must be guided by the research priorities of the School of Medicine, the importance of the research activity to the focus of a particular unit/discipline, the quality and impact of the research product emanating from the unit, the nature of the research and its space requirements, the role of the unit and its assigned space to fostering multidisciplinary science, and the existing commitments to newly recruited faculty and unit leaders.

To take into account these important considerations and have a valid space allocation program, it is vital that there be an annual inventory and evaluation of space assignments. To accomplish this, we must have an accurate space database. It will be the responsibility of the chairs, center and institute directors working with administration to update this database information yearly as a component of the entity's annual report to the Dean. To insure the continued accuracy of this process and data base, chairs and directors must notify the Dean's Office (through the Vice Dean for Administration and Finance) in advance of the following events: space allocations associated with recruitment offers to new faculty, and shared space agreements or facility "loans" with other departments, centers or institutes.

As recommended in the *Strauss Report*, units whose direct research expenditures per net square foot are less than 50 percent of the mean for comparable units (i.e., basic science departments, clinical departments, or centers and institutes) will be identified for further review. It should be noted that this comparison would be made only among like activities, i.e., basic, patient-oriented, dry and wet bench. These data will be reviewed with the chair and/or director of the identified units to assure validity and will be used to assure optimal utilization of assigned space. If appropriate, these data may also be used to recommend to the Space Committee (see below) opportunities for reorganizing or re-assignment of research space.

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The process to request additional research space by chairs, institute and center directors will be as follows:

1. Before any new space request can be considered, a current, detailed intra-departmental/center/institute space review, with the object of reorganizing/reallocating space within the unit, must be documented in the request.
2. In addition, there must be information in the request regarding discussions with Chairs with related programs indicating support for the requested space.
3. If the requested space cannot be identified within the requesting unit or in related areas, the request should be submitted to the Space Committee with this information.

Space Committee

To assure that we make the best possible decisions regarding the allocation of research space and that the process is participatory and open, the EVP/Dean will constitute a Space Committee, which will include the Vice Dean for Research and Research Training, Vice Dean for Administration & Finance, Executive Director of Space Planning and Operations, and two at large members from the faculty.

The Space Committee will meet monthly to review requests and make suggestions, decisions and/or recommendations, using the guidelines noted above, e.g., current space utilization, institutional priorities, quality and impact of research, unique aspects of research conduct, consideration of faculty development, and other unique items.

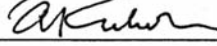
The EVP/Dean will review all Space Committee decisions. On occasion he/she may feel it necessary to modify the decision in the interests of the institution and according to specific institutional priorities. Space Committee decisions will be recorded and distributed to Chairs for their knowledge.

III. PROCEDURES

We expect that, prior to requesting additional research space, or the modification or reconfiguration of existing research space from the School, the following will have taken place within the department, center or institute:

1. The chair or director first determines if a request has merit. In the instance of a need identified by individual faculty, this request must be reviewed and approved by the chair or director prior to consideration by the Dean's office.
2. The chair or director will review the department/center/institute's research space allocation and usage and, to the extent possible, make changes within the department/center/institute's space allocation to accommodate the identified space need prior to consideration by the Dean's Office.
3. If the need cannot be accommodated within the department/center/institute's current space allocation, the chair or director consults with chairs and/or directors with related programs to determine their support for the requested space. In instances where permanent or temporary exchanges ("loans") of space are proposed between

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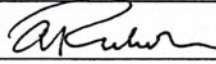
departments/center/institutes the Dean's Office (through the Vice Dean for Administration and Finance) must be notified in advance and approve of such exchanges.

4. If the chair or director determines that the department/center/institute cannot accommodate the need, the chair or director makes a written request to the Vice Dean for Administration and Finance, who serves as the EVP/Dean's designee for resource allocations. The written request should specify the programmatic need, the amount and type of space requested, and the outcomes of the actions taken with respect to items #2 and #3, above.

Following receipt of a request for additional research space or a proposal for permanent or temporary exchanges ("loan"), the Vice Dean for Administration and Finance, in consultation with the Vice Dean for Research and Research Training, may present the request to the School of Medicine Space Committee. The role of the Vice Dean for Research and Research Training, and where necessary of the Space Committee, is to render an academic-based decision on programmatic development and priority, and to assess resource utilization and allocation in the context of the needs of a particular scientific discipline. The recommendation of the entities regarding the space request is forwarded to the EVP/Dean for approval. The Vice Dean for Administration and Finance communicates the decision to the chair or director.

IV. WHO SHOULD KNOW THIS POLICY?

- Department Chairs and Directors of Centers and Institutes
- Department, Center, and Institute Business Administrators
- School of Medicine Faculty
- Dean's Staff

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V.CONTACTS

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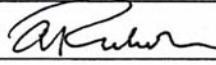
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