

Section 16: COLLEGE OF SCIENCE SPACE POLICY

The College of Science currently occupies all space in Thomas Gosnell Hall (08), the Chester F. Carlson Center for Imaging Science (76), and Color Science Hall (18). It also currently occupies parts of the Center for Bioscience Education and Technology (75), Lewis P. Ross Hall (10), Orange Hall (13), Engineering Hall (17), the Laboratory for Applied Computing (74), and Brown Hall (86). The College of Science Space plan must conform to RIT space policy. The College of Science will maintain an ongoing rolling three-year space plan which will be based on our strategic plan and will be updated annually. This plan will be used to work with RIT to assure adequate space for our needs.

Categories of Space for planning purposes include

- ❖ Teaching space including both classrooms and laboratories
- ❖ Research laboratory space
- ❖ Office space
- ❖ Common space including meeting space
- ❖ Space for Visitors and Emeritus Professors
- ❖ Storage

Teaching Space: College of Science programs require classrooms of a wide variety of sizes, wet laboratories, instrument laboratories, computer laboratories and clinical laboratories. Appropriate use of space and space resources for teaching are of primary importance in developing all space plans.

When space is used for teaching and research purposes, the research activity should be organized in such a way as not to hamper the use of the space for teaching purposes and so that both functions can be carried out safely and effectively.

Research and Scholarship Laboratory Space: Scholarship at RIT is established as an essential ingredient in the facilitation, enabling and support of student learning, and the full and successful integration of the scholarship and teaching enterprises into a single process is the key to achieving the desired institutional culture at RIT*. The following criteria characterize a research/scholarship program appropriate to supporting this learning environment in the College of Science. And, while no research/scholarship program is anticipated nor expected to satisfy all criteria in full measure, assessment of the degree to which any program meets these criteria constitutes the basis for allocation of College of Science/RIT resources (space, equipment, fiscal, ...):

- Impact on the teaching/learning process:
 - integrating relevant aspects of scholarship into course material, classroom discussion, laboratory/studio experiences, and out-of-class assignments,
 - connecting, wherever possible, scholarship activity with course material and co-op/internship experiences,
 - including discussion of scholarship in one-on-one and small group interactions in the faculty mentoring/advising process,
 - encouraging/requiring students to attend relevant scholarly presentations as integral/complementary to course material,
 - providing opportunities for participation in scholarship through Special Topics/Independent Study courses,

- requiring participation in scholarship as part of the curriculum,
 - encouraging/facilitating the interaction between students engaged in scholarship with those not as engaged (both graduate and undergraduate), and
 - others as may be appropriate to particular disciplines/programs.
- Refereed publications
 - Conference proceedings
 - Published books, monographs and chapters therein
 - Reviewed and published software
 - Public Presentations; e.g., at universities, industries, government laboratories, etc.
 - Intellectual property development, e.g., patents, etc.
 - Specific recognition in the form of prizes or awards for published works or presentations
 - Others as may be appropriate to particular disciplines/programs
 - Grant/Contract support
 - Proposals prepared and submitted
 - Grants/Contracts funded

Different types of research endeavors require more or less space and instrumentation, so there can be no “one size fits all” prescription for research laboratory space. In general, requests for continued space assignment or increased space allocation will be more favorably met if the requester can show positive results on the criteria listed below. If additional space is needed in order to be able to satisfy the terms of a new grant or contract being submitted or sought after, that information should be indicated on the PRF before submission of the grant or contract, so adequate planning can occur. Additionally, just as sometimes space needs grow for a project, lab, or individual, sometimes too they also decline and space maybe reallocated as this occurs. The same set of criteria will be used to assess possible reductions in space allocations.

Research Laboratory Space Criteria:

- Nature of the research conducted (equipment, required space for work, safe work environment, etc.).
- Evidence of external revenue to support ongoing research, including grants and contracts, external student fellowships, equipment, gifts, donations, etc.
- Evidence of research productivity and professional impact including, publications in refereed journals, presentations, patents, keynotes, awards, leadership positions in the external professional community, etc.
- Evidence of student engagement, such as student capstones and theses, as well as student employment, coops offered, research opportunities for academic credit and student engagement more generally.
- Multipurpose use of space; e.g., educational as well as research use, multiple faculty sharing space and equipment.

Office Space

Space in the College of Science will be allocated based on the nature of the job functions, contractual agreements, and contract deliverables. The following are guidelines to be used by individual academic units when evaluating office space needs. Any unit’s office space assignments may be subject to revision by the Dean and the COS Space Committee:

Faculty: Tenured, tenure-track, and fulltime research faculty will be assigned single person offices. Visiting faculty and lecturers will be assigned single person offices when possible but

may be assigned shared offices. Adjunct faculty will typically be assigned desk space in shared office areas.

Administrative Staff: Administrative staff with responsibilities that involve substantial handling of budgetary and personnel documents or whose jobs involve a large amount of interactions (with faculty, staff, students, administrators, or external partners) will have single offices. If appropriate and if doubling up does not compromise their work, administrative staff may be asked to share offices.

Postdoctoral Fellows: Postdoctoral fellows will generally share an office; if the office is of sufficient size three postdoctoral fellows may share an office, though more normally two will share an office. Whenever possible we will seek to house two postdoctoral fellows from the same research area in a single office.

Research Staff: In general, these staff will have a single office when possible but may be assigned shared offices if space becomes scarce. This will be decided on the basis of (1) management responsibility (both personnel and project), (2) seniority.

Laboratory Support Personnel: In general, these staff will share office space. Possible exceptions to this rule, as space allows, will be made on the basis of (1) management responsibility (both personnel and project), (2) seniority.

Masters Students: Each academic unit will create a plan space for graduate students in their programs. Masters students, who are not Ph.D. candidates, will normally share desks in shared space.

Ph.D. Students: Each academic unit will create a plan for desk space for graduate students in their programs. Ph.D. students will have individual desks in shared offices or laboratory areas.

Undergraduate Students: Undergraduate students will not normally be assigned desks.

Visitors and Emeritus Professors: Each academic unit will work with the COS space committee to accommodate space for Emeritus Professors and for long and short-term academic visitors whose visits have been approved by the Provost. Those academic units having academic visitors should work with the COS space committee as soon as possible before the arrival of the visitor to plan for an appropriate office assignment.

Common Space and Meeting Space: Common space is important for our community and students and designated meeting spaces are important for groups to be able to meet and work together. The COS space committee will work to maintain adequate common space and meeting spaces in the main four buildings that we occupy and will request additional space of this nature from the Institute if needed.

Common Facilities Space: Common facilities space is important for our faculty and students. The COS Space Committee will work to maintain adequate common facilities space to be used by the various academic units of the College; such common facilities space includes the COS Machine Shop, Stock Room, Bates Study Center, Faculty Lounge, etc.

Storage Space: All requests for storage space that cannot be accommodated by an academic unit must be coordinated through the COS Facilities and Operations Manager and approved by the COS space committee.

College of Science Space Committee: This committee is an advisory committee to the Dean who makes all final decisions regarding space for the College. The committee will be co-chaired by the Associate Dean for Undergraduate Education and the Associate Dean for Graduate Education and Research. Each academic unit will appoint one member to the committee. The COS Facilities and Operations Manager and the COS Scheduling Officer will serve ex officio on this committee.

Process to Request Space: The following process will be used to request incremental space:

- The head of the academic unit/director of research center will submit a request in writing to the Dean. Such requests must outline clearly the rationale for the request of incremental space and they must be submitted well in advance – at least 6 weeks in advance - of the exact date when the incremental space is needed to give enough time for the process to be followed and for locating the requested space.
- The Dean will ask the COS Space Committee to review all the requests from the academic units, to rank them, and to submit recommendations back to the Dean. The Space Committee will use the guidelines in the COS Space policy to make their recommendations.
- The Dean will review the requests and the recommendations from the Space Committee and will make the final decision. If there is space available to accommodate the incremental needs, it will be allocated to the requestors. If there is no incremental space available, the Dean will ask the Associate Deans, who co-chair the Space Committee, to submit a request to the Institute Academic Space Committees and/or the University Space Committee; this will depend on the type of space that is requested.

* *Category of One University: Uniquely Blending Academic Programs with Experiential Learning for Students' Success, VI.C, p. 17.*

Approved: November 2011