R·I·T

Rochester Institute of Technology
Jeremy Haefner
Provost and Senior Vice President for Academic Affairs
George Eastman Building
6 Lomb Memorial Drive
Rochester, New York 14623-5604
585-475-2392 Fax 585-475-7396
jahpro@rit.edu

M E M O R A N D U M

To:	Deans, Ryne Raffaelle, Sue Provenzano
From:	Jeremy Haefner, Provost and Senior Vice President
Subject:	Charge to develop principles, guidelines, process and policy for effective use of research space
Date:	January 1, 2014
Cc:	Andreas Savakis

As we have seen insufficient progress in establishing policy and guidance for research space use, I am forming an ad hoc research space committee with the focus on delivering such policy recommendations to me by March 21, 2014.

The Committee: Because this effort requires the buy-in of the deans and the vice president for research throughout this process, all deans and the vice president for research should participate and have ownership moving forward. As a result, the ad hoc space committee will consist of all deans, Dr. Ryne Raffaelle, and Sue Provenzano and will be chaired by Dr. Andreas Savakis. Andreas brings a strong background, considerable experience and knowledge from his ACE fellowship and tenure as department head of computer engineering, as well as a unique faculty perspective. His role will be primarily to facilitate discussions and to assist the committee in fulfilling its charge by the deliverable date.

The Charge: The committee is to make recommendations that will establish an administrative framework for how research space is to be allocated and utilized. This framework shall consist of, but not be limited to, principles, administrative policies, goals, metrics, processes, and practices. The framework, when combined with space data available from our campus software platform, will guide faculty, chairs, deans, the vice president for research, and the provost in assessing space utilization, prioritizing space requests, and allocating available space. Specifically, the committee shall:

- Set definitions of research space so as to have a clear understanding of the space in question. Examples include labs, collaboration space, etc.
- Recommend core principles to guide the use of research space.
- Determine a collection of values and metrics by which we can measure space utilization. Examples include: sponsored research activity via expenditures, number of graduate students working on research projects, papers or scholarship generated as a result of the research occurring in the space, impact, etc.
- Identify best practices with a few select schools.

- Identify current RIT practices and make recommendations for how these are aligned with best practices or recommend changes to current practices.
- Draft a working version of an administrative policy that can be vetted across campus for further input. This administrative policy shall incorporate the above components.

The Due Date: March 21, 2014. With this as the due date, the committee will want to establish a timetable and a schedule of meetings, which should not conflict with regularly scheduled provost councils.