

Appendix B
Research Space Policy

B. Research Space Policy

As adopted by Provost on June 10, 2004 and Revised 9-13-04.

Fulfilling our institutional vision will require resources in the form of dollars, facilities, and people. This policy addresses research space, which is one critical component of these resources. The overall objective of this policy is to help assure that university space is sufficient and that its use is flexible enough to support our mission. Accordingly, the policies and guidelines described below address the allocation and use of research space and are designed to:

- Enhance the scholarly productivity of the faculty,
- Increase the amount of sponsored research, and
- Recruit and retain faculty members.

1. Definition of research space: Research space is space used in the conduct of research and is considered to include all space used by personnel involved in the research, including faculty researchers, undergraduate and graduate students, postdoctoral students, research assistants and associates, and technical and managerial staff. This definition includes activities involving the training of individuals to conduct research where the space is also used for other research purposes. Institutional Resource Facilities that may be used by multiple researchers are also included in the definition of research space. Faculty office space is not considered research space, nor is classroom or laboratory space that is used solely or predominantly for instruction.

2. Authority for assigning space

- a. The Collected Rules and Regulations (section 110.010) of the University of Missouri vest authority for the assignment of space with the chancellor.
- b. As delegated by the chancellor, the Provost and Vice-Chancellors will establish policies and procedures for the assignment and use of research space, including both existing and newly created space.

- c. Deans will have authority for the assignment of research space within their academic units as delegated by the provost.

3. Criteria/factors used to assign research space

Research space is considered to be a valuable resource to be judiciously assigned in support of the campus mission and goals. Research space assigned to individual faculty members, departments, or academic units should not be considered to be permanent. Faculty members may be subject to reassignment of research space as a result of inadequate research productivity. Factors such as the amount of external research support, indirect cost recovery, supervision of graduate students, residents, scholarly activity, and fellows on research projects may be considered in reassigning space. Prior to reassignment of their research space, faculty members will be afforded an opportunity to provide additional information in support of their current space assignment.

Periodic reviews of space utilization should be conducted to assess current and future research space requirements and to determine if research space is being used efficiently and effectively. Such reviews will use established campus criteria, including the centrality of the program to the campus mission, the scholarly productivity of the program and its future potential, the amount of external funding, the programmatic requirements of individual projects, the contributions to graduate education, and the extent to which the program involves inter-departmental or interdisciplinary collaborations.

Any reassignments of research space should minimize disruptions to active research, while balancing the needs of both individual programs and the goals of the university. These criteria will be used to reallocate space among academic units and to assign space to individual projects.

In addition, academic deans and department chairs are encouraged to develop additional specific criteria for research space assignments within their units. National standards and information from comparator institutions should be employed, as appropriate, for these purposes.

Academic units requesting additional research space must provide justifications based on these criteria. Inter-school sharing of space and interdisciplinary collaborations and partnerships involving the shared use of space are encouraged.