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<b>Subject:</b>	<i>Collegiate Space</i>	<b>Policy No.</b>	3-A
<b>Applicable to:</b>	<i>CVM Faculty, Staff, and Students</i>	<b>Pages:</b>	1
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<b>Review:</b>	<i>Cabinet Faculty Council Research Committee Faculty Meeting</i>	<b>Review Date:</b>	3/27/02 4/24/02 5/23/02
<b>Approval:</b>	Cabinet	<b>Approval Date:</b>	6/26/02
		<b>Replaces version Dated:</b>	<i>New</i>

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**POLICY:**

*All space within the College of Veterinary Medicine is collegiate space that must be reviewed and allocated based on the needs of teaching, research, and service.*

*All collegiate space is assigned by the Dean and is based on recommendations by the collegiate Space Committee, which includes: the Department Chairs and Directors (with budgetary area codes) and the Associate Deans (AD) of the College with the CVM Facilities Manager and Chief Financial Officer as ex-officio members.*

*The collegiate Space Committee shall be chaired by the Associate Dean for Veterinary Research and Graduate Education.*

*The Space Committee encourages the most productive use of all college space consistent with the collegiate mission of teaching, research, and service.*

*Research space will be assigned based on research needs consistent with the strategic plan and investigator productivity. Productivity includes, but is not limited to, funding level, number of laboratory personnel, history of grant submissions, and award success.*

*The Minnesota Facilities Model provides guidelines in determining the amount of space assigned to individuals (300 ASF per principal investigator and 1-2 FTE plus an additional 300 ASF for an additional 1-2 FTE).*

**PROCEDURE:**

- 1. All research space at time of assignment will be given a 'sunset' date which is usually determined by the duration of the funded project OR the 'sunset' date will be designated as appropriate if it is an unfunded project BUT the date will not exceed three (3) years. The 'sunset' dates trigger the review of the space assignment.*
- 2. Status of funded research and individual/departmental research will be kept current by the department chair and reported to the chair of the Space Committee.*
- 3. Space requests are to be made using the "CVM Space Request" format and submitted to the Space Committee via the Department Chair/Director. The CVM Space Committee will review and take action in a timely manner.*

**OVERSIGHT/FOLLOW THROUGH:**

*The Space Committee will meet at least quarterly to review space requests, plan for future space needs, and evaluate space utilization.*