

CEA Space Management Policy

This document articulates transparent, metrics-based procedures for allocating space to different functions within CEA. These policies are effective February 1, 2013.

The basic philosophy is to allocate space using *market-based approaches*. New allocation and continued usage of space will be based on user-*affordability*¹ and use-*efficiency*. The affordability and efficiency measures will be assessed by computing a *Utilization Coefficient (U)* for each space². The U value for each space will be computed by the college and made available to each department each year.

The guiding PRINCIPLES and IMPLEMENTATION STRATEGIES are as follows.

- (1) Space is a *scarce and valuable resource*. It must be allocated strategically for maximum impact on ranking/reputation (research) and mission (teaching) needs.
- (2) Space is a *fluid resource*. It must be periodically re-balanced based on (a) evolving/emerging needs, and (b) impact/efficacy of the present tenancy.
- (3) Space is *used and managed by the units, but administered by the college*
 - As such, each unit is responsible for re-allocating space under its management to accommodate its evolving needs.
 - Any re-assignment of space within a unit must be immediately reported to the CEA Office of Research & Graduate Studies so that the record is always up-to-date.
 - Any space with U of 0.2 or below will be considered "under-utilized" and will revert to college-control. Existing departmental-oversight and/or tenancy will be allowed to continue UNTIL competing demands arise between units.
 - Before a unit requests additional space, it MUST first demonstrate that all its space is utilized more efficiently (i.e., high U values) than in other units. The college will then identify under-utilized space in other units to transfer to the unit needing it.
 - Unless otherwise agreed on, the vacating unit is responsible for the cost of moving out, and the occupying unit is responsible for the cost of moving in. (WSU policy)

The PRIORITIES for non-classroom space-allocation, in order, are as follows.

(1) Tenure-track faculty office, (2) Teaching laboratory³ (dual-use, i.e., teaching-cum-research, preferred), (3) Research laboratory² (multi-PI preferred), (4) Non-tenure track faculty/Post-doc office, (5) Support services & shops, (6) Graduate student office, (7) Student clubs. *A higher-priority use will supersede a lower-priority use whenever competing needs arise, unless U for the higher-priority use is low and vice-versa.*

CAVEATS: U does not account for: (i) future promise, (ii) quality of space, (iii) relative space needs of different functions, (iv) norms of relative research expenditures (i.e., affordability) of different departments. Where appropriate, these subjective factors will be taken into consideration while making decisions.

¹ Affordability will be assessed based on F&A-generating current and projected funding.

² U=1 represents the college average. U>1 indicates above-average usage efficiency.

³ For these spaces, usage efficiency will be assessed based on U.