

Radiation Center Space Allocation Policy

This document presents a policy to establish criteria and procedures for both laboratory and office space allocation. Considering the immense pressure exerted by successful research programs, the policy is appropriate for the Radiation Center and consistent with existing policies across OSU.

Goals of a Radiation Center Space Allocation Policy

The overarching goals of the proposed space policy are to (1) maintain a productive and programmatically balanced use of all Radiation Center space, (2) preserve unique facilities that foster signature programs, (3) upgrade substandard or under-utilized spaces, (4) be responsive to the needs of diverse space-requesting groups with evolving research, education, administration, and outreach commitments, and (5) provide fair, transparent and consistent procedures that aid planning and promote community and connectivity. An added benefit of the space allocation system is a record of space utilization that can be used to document facility demands, to justify requests for facility enhancements, and to direct master planning.

Radiation Center Space Categories

Space within the Radiation Center is divided into three categories that reflect the duration of programmatic requirements. The three space categories are:

- Resident Programs - the core OSU program units have projected space needs for university faculty and staff of 10 or more years in duration and they invest in space upgrades and expansion efforts that directly benefit their personnel. Resident Programs include the Radiation Center and the Departments of Nuclear Engineering and Radiation Health Physics (NERHP), Chemistry, and Physics.
- Temporary and Emeritus Programs - short-term programs or activities and emeritus faculty that utilize Radiation Center space and facilities on time scales of months to 5 years. A hallmark of Temporary and Emeritus Program space usage is the expectation that no permanent changes will be made to the space by the user. Instead, upgrades and maintenance should be possible because of a budgetary commitment from OSU's Administration.
- Common Areas - areas which are mutually utilized by multiple members of the Radiation Center community.

The distribution of space between the categories should be maintained. Figure 1 illustrates the distribution of space categories within the Radiation Center as of Summer 2008. Within each space category are areas suited for different functional needs in support for the unique facility infrastructure and unique laboratory areas in each.

The Space Allocation Process

Separate processes of space allocation exist for each category of space. The Radiation Center policy for space allocation reflects the general view that the longer the term of use, the greater the need for community involvement and planning in any space allocation or reallocation process. Policy statements and requirements by space category are outlined below.

1. Resident Program Space Requests

When a Resident or Temporary Program wishes to expand or change its footprint at the Radiation Center by occupying newly constructed space, vacated space, or under-utilized space assigned to a different unit, the following procedures are to be followed.

Requests for new space will be submitted to the Radiation Center Director's Office. If the Director finds the request may have high impact, the request will be discussed with designated representatives of NERHP, Physics, and Chemistry. Assignment of new Resident or Temporary Program space is ultimately at the discretion of the Radiation Center Director. Space allocation requests will be addressed on a case-by-case basis.

Criteria that justify new space allocation are:

- program growth associated with new funding and/or hires, new students
- new major laboratory equipment
- laboratory clustering or putting together of groups with similar research/education interests

Detailed criteria for assigning office space may be found in the attached page entitled **CRITERIA FOR ASSIGNMENT OF OFFICE AND LABORATORY SPACE - GENERAL GUIDELINES**.

In summary, priority will be given to new resident tenure-track faculty and resident scientists deemed by the Radiation Center Director to function similarly to tenure-track faculty needing office and laboratory assignments. Resident nontenure-track research faculty and professional faculty who are fully funded and essential to Resident or Temporary Programs will also be given priority. Selected Temporary Program areas may be allocated to Resident Programs for interim use if approved space requests cannot be met, or to allow units to renovate their space. In these cases there must be an accompanying timetable for vacating the interim space.

2. Temporary and Emeritus Program Space Requests

It is the charge of the Radiation Center Director to preserve and maintain enough Temporary Program space for the Radiation Center to fulfill its mission to provide hands-on educational and research opportunities to the science leaders of tomorrow and to effectively communicate nuclear and radiation sciences to the public.

3. The following outlines the usage and coordination of Common Areas:

Meeting rooms - Scheduling is handled by the Radiation Center Administrative Assistant. Requests are made by email, phone, or in person. The process is a first come first serve basis with no apparent priority unless there is a conflict. When there is a conflict of use, the Director decides, but room selection will be based on the meeting purpose, duration and group size. Allocation decisions are made as above. Changes to scheduled meeting rooms must be with at least 24 hour notice.

Classrooms - Scheduling is coordinated between Radiation Center Administrative Assistant and a designee from NERHP. Academic classes have priority for use and scheduling of the classrooms. All other programs are first come first serve. Priority scheduling of classrooms will be for instruction offered on a regular basis and according to class size.

Temporary Labs and Offices - Requests are made directly to and reviewed by the Director.

Common Use Areas - These spaces are different from temporary assignable space and are areas used freely by staff and students for no specific activity. The copy room and library are examples of common use areas. These areas however can be temporarily scheduled for specific uses such as meetings, events or programs.

RADIATION CENTER

CRITERIA FOR ASSIGNMENT OF OFFICE AND LABORATORY SPACE

GENERAL GUIDELINES

Office and laboratory space in the Radiation Center will be allocated based on the following guidelines. However, unique circumstances will be considered on a case-by-case basis. These would include assignment of office space for Courtesy Faculty from state and federal agencies, Emeritus faculty and graduate students. Office space ranges from private office to shared office suites, and the type of office assigned is based on availability, need and the discretion of the Radiation Center Director.

Assignments in order of priority:

1. Resident Tenure-track Faculty, (including here Unit Heads, leaders and respective administrative needs), and other people deemed by the Radiation Center Director to function similarly to tenure-track faculty;
2. Resident Research and Teaching Faculty (Senior Research, Instructors)
3. Resident Professional Faculty (but these are more on a case-by-case basis; may share offices).
4. Visiting Professors, Research Associates, Post-Docs
5. Resident Research Assistants (RAs) and Ph.D. Graduate Research Assistants (GRAs).
6. Graduate students including all MS students may be assigned space in one of the designated graduate student spaces.
7. Unfunded resident emeritus, visiting, and courtesy faculty.