


ADMINISTRATIVE PROCEDURE

ADMIN-17

Research and Laboratory Space Allocation Procedure

Number: ADMIN-17	Name: Research and Laboratory Space Allocation Procedure.
Purpose: This administrative procedure guides the assignment of research space. The purpose is to reinforce that University facilities are the responsibility of the University and Board of Governors, even though they may be predominantly utilized and operated by individual units.	
Responsible Unit: President's Office	
Approved by: 	Approval Date: 10-20-2022

1. Overview

The procedure's objective is to improve the utilization of existing research and laboratory space, maintain consistency and fairness in space allotment, and find cost-effective ways to make additional space available.

2. Guiding Principles

- Maximize the use of space while minimizing operational costs.
- Allow for student involvement in research in allocated space.
- Provide transparency in the allocation of space.
- The use of research space, by the scarcity and expense of the space, needs to be prioritized and allocated according to standards related to its specialized use and which promote activities that defray its cost.
- Space is assigned by the University to the responsible Unit on a time-limited basis that is periodically reviewed.
- Key metrics will be used in the assignment or re-assignment of space
- The State of West Virginia owns Marshall University facilities, and the Board of Governors is the steward of those facilities; no space assignments are permanent.

3. Roles and Responsibilities

The allocation and management of research space for Marshall University is governed by the Provost and Senior Vice President for Academic Affairs and informed by the Research Space Allocation Committee (RSAC). The Research Space Allocation Committee is comprised of the Provost and Senior Vice President for Academic Affairs (Chair), Chief Financial Officer and Senior Vice President for Finance, Senior Vice President for Operations, Vice President for Research, Assistant Provost for Institutional Efficiency and Academic Analytics, Dean of the College of Arts and Media, Dean of the Lewis College of Business, Dean of the College of Education and Professional Development, Dean of the College of Engineering and Computer Sciences, Dean of the College of Health Professions, Dean of the College of Liberal Arts, Dean of the College of Science, Dean of the Joan C. Edwards School of Medicine, Dean of the School of Pharmacy and a Faculty Senate Representative.

Deans, Department Chairs, and Program Directors (referred to as Unit Leaders) are responsible for stewarding the spaces assigned to their units. The RSAC will review proposals quarterly or on a needed basis. Requests to the committee will be based on the Space Planning and Management Request Form linked from <https://www.marshall.edu/academic-affairs/space/>.

4. Commitment to Faculty

When a Unit hires a new faculty member that requires research space, any commitment of research space should be placed in writing detailing characteristics of space allocated, location, equipment, and requirements (to include a timeline, budget, and source of funds), and any known future space needs.

Research space occupied by non-tenure-track faculty should be reviewed as a part of the annual or biennial review of space to assess for maximum utilization of space while minimizing costs. Tenure-track faculty research space may be assessed over a longer time scale.

Emeritus Faculty may be provided with research space at the discretion of the Unit's Dean. Research space allocated to a faculty member who departs Marshall University will revert to the Dean's Office and be subject to the annual or biennial review.

5. Research Space Allocation

The following key metrics will be used to determine the allocation or reallocation of space:

- Total of all indirect cost earnings from external sources assigned to a particular area
- Total of all direct cost expenditures from external awards assigned to a particular area
- Alignment of research activity with unit strategic priorities and University goals and objectives
- Count of proposal submissions
- Active researcher personnel density
- Internal funding
- Number of students participating in the research
- The proportion of effort dedicated to research (versus instruction or service)
- Type of research conducted in the space
- Quality of research space, age, operating cost, and layout of space

Each Unit may have its space procedure consistent with the Administrative Procedure and may include additional criteria to be used by the Unit. Each Unit's space policy should include guidelines for research space use and assignment based on faculty and Unit priorities and needs.

Reallocation of research space will be based upon demonstrated need.

New allocation or reallocation will occur without discrimination on the basis of the protected class status of the affected occupant, except and to the extent required by law, such as that required for reasonable accommodation of a disability as coordinated through the Office of Disability Support Services.

6. Record Keeping and Review

MURC and Operations will centrally document all Marshall University research and lab space commitments. Commitments will specify building, room, occupancy data, and effective dates of assignment. The RSAC will allow Unit leaders to review and verify assignments before evaluation. MURC will conduct an annual or biennial survey of all research spaces, sharing data with Unit leaders for verification. Once verified, researchers not producing may be moved to alternate locations.

The RSAC will keep University-wide Key Performance Indicators (KPIs) for research space to monitor effective space utilization.

7. Review of Policy

ADMIN-17 will undergo policy review to determine continuation of policy in October 2028.