

## APPENDIX A

### Guidelines and Rules for Space Allocation and Use in Buildings

Section Heads are responsible for the day-to-day and local management of space within each Section. Underutilized or poorly used space must be returned to the Section Head for reallocation, with the advice of the SSMC, in conformance with this policy and guidelines. In normal circumstances, office and laboratory space vacated by a faculty move to new space or as a result of the retirement, resignation, termination, or death of faculty reverts to Scripps Institutional space for review and reallocation.

#### 1. Guidelines and rules for laboratory space

Formulating quantitative guidelines for the assignment of laboratory space at SIO is complex because of the diversity of disciplines. Some investigators require bench space and fume hoods for chemical experiments. Others need service yards and high-bay construction facilities for the testing and deployment of moorings. Thus, this document does not attempt to formulate quantitative guidelines for laboratory space. Sections can ask faculty to share laboratory space based on collaborations as well as occasional or reduced need, i.e., faculty who only occasionally need laboratory space or a small amount of laboratory space can be asked to share a laboratory. Each Section is responsible for the efficient allocation of laboratory space based upon justified need and reasonable use.

The Section-based guidelines contained herein are to be enforced by the annual review of space, conducted by the SSMC in consultation with FSAC. In other words, although laboratory space allocations are determined by local custom and needs within the Sections, enforcement of the guidelines is ultimately via SSMC and is therefore uniform across SIO. This enables the SSMC to provide informed advice to the SIO Director on space issues which cut across the Sections.

#### 2. Guidelines and rules for office space

Table 1 indicates the office space appropriate for different positions at SIO. Visiting scholars without appointment as an “official visitor”, undergraduates, volunteers, research associates, the faculty of other UCSD Departments, and short-term personnel are excluded from the formula in Table 1; it is expected that the Section Head will retain, where possible, a reserve of space for these exigencies.

*Sole-occupancy offices:* Faculty are entitled to an office for their exclusive use. It is also a priority to provide sole-occupancy offices for senior personnel. Scope of job, retention and seniority are the obvious mechanisms for determining which senior personnel are assigned sole occupancy offices. A guiding principle, trumping seniority, is that employees with a supervisory function need a private office to deal with management issues.

*The size of offices:* Faculty currently occupy personal offices ranging in size from 110ASF to 300ASF. To a large extent, variations in office size reflect variations in the way different buildings were designed. Seniority, prestige and recruitment inducements also factor in to office assignments within particular buildings. The base rule is that faculty are entitled to a sole-occupancy office with at least 110ASF.

*Space for postdoctoral scientists, graduate students and official visitors:* Office space for these scientists is provided by an allotment of offices assigned to the Section Heads and known as “Section Space”. This reserve is not to be assigned to faculty members. The Section Head provides these offices as needed to graduate students, post-docs and visitors, with generally two or three people per office. To the extent possible, the Section Head manages this assignment so that students, post-docs and visitors are located close to their advisors and collaborators. Faculty should discuss the availability of office space with the Section Head before making a commitment to hire a new post-doc or invite a visitor.

Position	People per Office	Assignment
Faculty = Professors + Researchers	1	Faculty
Specialist or Project Scientist	1 to 2	Faculty PI
Post Doc or Visitor	2	Section, not counted under PI
Grad Student	2 to 3	Section, not counted under PI
Technical	1 to 3	Faculty PI
Administrative & Management staff	1-2	Faculty PI or Section Head

Table 1: Assumes a 110 square foot office. Individuals per office are determined by the actual size of the available office, by the seniority of the employee and by the job function. Senior technical, scientific, and administrative staff and academic coordinators should be assigned a single office, space permitting.

SIO faculty occasionally serve as the primary advisor of graduate students from other UCSD Departments. If these students do not have an office in the other UCSD Department, then the Section Head should, if possible, provide office space at SIO.

Scripps strives to support the continued scholarly and creative activities of retired faculty, and their service to the University, while recognizing the need to make space available for new hires. Faculty with RTAD status will be subject to the annual review process described in Section III. Faculty not having RTAD status will have their space requirements reviewed by the SSMC and the SIO Director at the time of retirement (or shift from RTAD status) in light of their plans for research, teaching, or service. Subsequent assignment of space would then continue at the discretion of the Section Head and the SSMC; such assignments will be reviewed annually.

Space formerly held by, but no longer assigned to retired faculty, is returned to the Scripps Institutional pool, not to a Section.

*Common space:* In addition to a personal office, faculty might have access to common or utility space associated with office functions shared with other researchers. Common spaces include reading rooms, conference rooms, galleys, and kitchens. Equipment rooms containing copy machines, printers and other shared equipment are common space. Rooms used for drafting and handling large charts and maps are also common office space and usually shared between faculty with similar interests. Common space is held by the Section Heads and not assigned to the individual faculty members.

*Large rooms and open-plan offices:* Large rooms (other than labs) are defined as those greater than 200ASF. When not used as offices for senior and distinguished faculty, or common space,

large rooms might be used as open-plan office space for several employees. To justify exclusive assignment of a large room to a single faculty member as an open-plan office, the average occupancy must conform to the recommendations above. Example: a 260ASF room would house at least 3 people – a post-doc, an administrative assistant and a programmer analyst IV.

*Sabbaticals, sea-time and other long absences:* Faculty absent from SIO for longer than six months are required to notify the Section Head, clear their desk, and make a reasonable amount of office space available for the use of visiting scholars.

*SIO offices for research associates and adjunct faculty:* Adjunct faculty and research associates are not entitled to SIO offices. If space is available, then access to an SIO office (possibly shared) may be provided as a temporary courtesy by the Section Head.

*Space for long-term storage:* The use of office and laboratory space for long-term storage is not appropriate. Faculty needing long-term storage space should consult with the SIO Space Management Officer for access to this resource from Scripps Institutional space at Elliott Field Station or Trade Street facilities.