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 Scripps Space Management Committee (SSMC), in conformance with the SIO Space Policy and guidelines. In normal circumstances, office and laboratory space vacated by faculty who move to new space or because of retirement, resignation, termination, or death reverts to Scripps Institutional space for review and reallocation. Requests for new or additional space should be made via email to the relevant section head with a copy to the chair of the SSMC (the Deputy Director of Research at ddr@ucsd.edu). To ensure transparency, the DDR will forward copies of requests for laboratory space or shared space to the other section heads and the Chair of the Faculty Space Advisory Committee (FSAC) for discussion at a SSMC meeting.

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 during the annual review of space conducted by the SSMC in consultation with the Faculty Space Advisory Committee (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 the 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, Master’s students, 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 Heads 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 mechanisms for determining which senior personnel are assigned sole occupancy offices. A guiding principle, superseding 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 and recruitment inducements also factor into office assignments within buildings. The base rule is that faculty are entitled to a sole-occupancy office with at least 120 ASF.
Space for postdoctoral scientists, graduate students (PhD) 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 an official visitor.

Space for MAS students: The SIO Department allocates designated study space for MAS students.

Space for MS students: MS students are not formally allocated SIO offices. If space is available, then access to a shared SIO office or common space may be provided as a temporary courtesy by the Section Head to enable students to be located near their research spaces or their advisors or near PhD students enrolled in their classes. If section space is not available, the SIO Department will provide study space for MS students.

<table>
<thead>
<tr>
<th>Position</th>
<th>People per Office</th>
<th>UCOP ASF per Person</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty = Professors + Researchers</td>
<td>1</td>
<td>120 – 150</td>
<td>Faculty</td>
</tr>
<tr>
<td>Specialist or Project Scientist</td>
<td>1 to 2</td>
<td>120 – 150</td>
<td>Faculty PI</td>
</tr>
<tr>
<td>Post Doc or Visitor</td>
<td>2 to 3</td>
<td>75</td>
<td>Section, not counted under PI</td>
</tr>
<tr>
<td>Grad Student (PhD)</td>
<td>2 to 3</td>
<td>50</td>
<td>Section, not counted under PI</td>
</tr>
<tr>
<td>Technical</td>
<td>1 to 3</td>
<td>75</td>
<td>Faculty PI</td>
</tr>
<tr>
<td>Administrative &amp; Management staff</td>
<td>1 to 2</td>
<td>75</td>
<td>Faculty PI or Section Head</td>
</tr>
</tbody>
</table>

Table 1: Assumes a 110 square foot office minimum. 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 PhD 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), considering 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, collaboration rooms, shared research laboratories, research support laboratories, and kitchenettes. Office equipment rooms containing copy machines, printers and other shared office equipment are common space. Common space is held by the Section Heads and not assigned to the individual faculty members.
Large rooms, open-plan offices, and collaboration spaces: Large rooms (other than labs) are defined as those greater than 200ASF, may be used for multiple people or purposes, but need to be classified as academic, research, other office, or conference rooms, depending upon their use. These spaces can exist as an open area without being fully enclosed. 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, e.g., 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.