I. Authority
Space assignment authority within the Scripps Institution of Oceanography (SIO), including those spaces allocated for use by University of California, San Diego (UCSD) and system-wide units, has been delegated\(^1\) to the Vice Chancellor of Marine Sciences\(^2\) by the Chancellor of UCSD.

The SIO Director, in turn, delegates the responsibility of allotting space to the Scripps Space Management Committee (SSMC). The SIO Faculty, through its executive committee, may choose to appoint and maintain the Faculty Space Advisory Committee (FSAC), as a standing committee and consultative body whose charge it is to advise the Director and the SSMC on the space policy and the resolution of space-related disputes.

The SSMC is composed of the following voting members:
- the Deputy Director for Research (DDR, Chair)
- the three Section heads
- the SIO Department Chair.
- the Assistant Vice Chancellor for Finance and Operations and
- two additional members from within the FSAC, one being the FSAC Chair, and another person chosen by the FSAC to balance out section representation.

The Director of Space Management, Director of Facilities Operations & Planning, SIO Space Analyst, Assistant Deputy Director for Research, and the Chief Administrative Officers (CAOs) representing the three Sections and the SIO Department shall serve on the Committee as non-voting advisors.

II. Assignment of Space
Space at SIO is allocated to the following units:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology Section</td>
<td>Section Head</td>
</tr>
<tr>
<td>Earth Sciences Section</td>
<td>Section Head</td>
</tr>
<tr>
<td>Ocean &amp; Atmosphere Section</td>
<td>Section Head</td>
</tr>
<tr>
<td>Scripps Academic Department</td>
<td>Chair of the SIO Department</td>
</tr>
<tr>
<td>Ship Operations &amp; MarFac</td>
<td>Associate Director, Ship Operations</td>
</tr>
<tr>
<td>Birch Aquarium at Scripps</td>
<td>Director, Birch Aquarium</td>
</tr>
<tr>
<td>Scripps Institutional</td>
<td>Assistant Vice Chancellor for Finance &amp; Operations</td>
</tr>
</tbody>
</table>

Scripps Institutional space includes (but may not be limited to) the Director’s Office, historic cottages, including the Martin Johnson House, Seaweed Canyon, Mount Soledad, Elliott Field Station, space occupied by the Geological & Biological Collections, the Marine Sciences Development Center and other

\(^1\) Exceptions include Coast Apartments, the SIO Archives and FM controlled spaces.
\(^2\) Referred to here as the “SIO Director”.

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1

2
recharge facilities. The Chair of the SIO Department controls classroom and instructional space. The remaining SIO space is controlled and managed by the section heads and others.

The SSMC, in consultation with the FSAC, assigns space to members of the Professorial and Research\(^3\) Series ("Faculty") at SIO. Faculty are entitled to the assignment of space appropriate to their functions as educators and scientists. Space assigned to a faculty member falls into three categories:

a. a personal academic office
b. office space for employees\(^4\)
c. laboratory areas assigned to the faculty member

Space for new faculty: As part of the recruitment process, new faculty usually are assigned their academic office, staff office(s), and laboratory areas in an offer letter. This assignment is not permanent. All SIO space assigned to faculty is ultimately subject to the annual review process (below). However, new faculty space will not normally be reviewed until the faculty member has been at SIO for at least four years.

The three Section Heads also provide space to administrative staff associated with the Section and to post-doctoral scientists, official visitors, and graduate students. The Section Head is responsible for the day-to-day and local management of space within the Section. Underutilized or poorly used space must be returned to the Section Head and, with the advice of the SSMC, reallocated in conformance with this policy and guidelines. In normal circumstances, office and laboratory space vacated by a faculty member, reverts to Scripps Institutional space for review and reallocation.

When new space is being planned, such as the construction of a new building, or the remodeling of an existing structure, the SSMC will assess proposed space assignments early in the design process, so that any changes in space allocation causes as little disruption and cost as possible. Generally, new construction or major renovation projects will not include laboratory or engineering or single occupancy office space for retired faculty who lack vigorous research programs, or whose research programs are not expected to be consistent with such space allocations in the near future. New building space should include consideration of unassigned space for one or more future faculty hires.

All 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.

### III. Annual Review, Rescission and Reassignment of Space

The determination that space is underutilized is made on an annual basis by the SSMC in consultation with the FSAC. The purpose of the policy described here is to encourage and allow a reasonably efficient use of space at SIO. It recognizes that space can never be perfectly allocated and that there are costs associated with its under-utilization:

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\(^3\) Faculty here is used in the same sense as in the Bylaws of the Faculty of SIO (A) Members of the San Diego Division of the Academic Senate who hold appointments in the Graduate School of SIO; (B) Associate Faculty, comprising all individuals who hold Academic titles in the Professional Research Series at the SIO.

\(^4\) Employees include engineers, technicians, project scientists, programmer analysts, specialists, and administrative assistants. Postdoctoral researchers, official visitors and graduate students are not considered employees for this purpose.
a. An opportunity cost if the space could be more beneficially used by someone other than the person to whom it is presently allocated, e.g., more research performed, and more students trained (likely by bringing in more contract and grant funds).

b. A cost associated with any reallocation of space (that necessarily offsets this opportunity cost), which will be borne (at least in part) by those affected, which means that reallocation should be reserved for cases of serious under-utilization and well-defined need, e.g., new faculty hires or proven need by existing faculty for additional space.

To efficiently look at space utilization, the following shall be compiled annually for each SIO faculty member. Ideally this will be available by August 1 of each year:

a. An average, over the past three years of the annual amount of extramural funding (expenditures and number of proposals submitted).

b. The current space allocation, with the total broken down into academic office, and all other spaces allocated for employees and research.

From these numbers, the 3-year average of direct costs generated per square foot will be computed for each faculty member. Faculty who have been allocated office and laboratory space, but who show little to no research activity over the previous three years, may have their space allocation reviewed by the SSMC. The numbers and ratios described above are designed to identify possible space inefficiencies, they are not intended to be a rigid formula for maintenance or reallocation of space.

A faculty member whose assigned space is considered by the SSMC to be underutilized will be informed via hand-delivered notice and provided the opportunity to document in writing any special circumstances as well as their plans and funding prospects. In the meantime, additional data will be collected for these individuals, including:

a. The number of graduate and undergraduate students the faculty member mentored over the past 3 years, and the extent of their involvement in research in the faculty member’s research space.

b. A yearly average, over the past three years of the number of employees and postdocs supervised, directly or indirectly, and the extent of their involvement in research in the faculty member’s space.

Once the information on student and postdoc mentoring and employee supervision is available, and after the faculty member has (if he/she chooses) submitted a response to the initial review, he/she will be visited by at least two members of the SSMC and one member of the FSAC. They will jointly conduct a walk-through of the faculty member’s space and provide another opportunity for the faculty member to present additional factors for consideration.

This subcommittee will report back to the SSMC and FSAC, which will consider these and any other relevant factors before deciding about the reallocation of space.5

The SSMC may, by majority vote, recommend a re-allocation of space, to take place no sooner than two months after the rescission letter is delivered (laboratory reassignment is likely to take longer). Such a recommendation is subject to review by the relevant Section Head and can be appealed to the SIO Director. If the recommended re-allocation is approved, the relevant Section Head will inform the faculty member. The timeline for vacating space will depend on circumstances, including when the space is

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5 Any member of SSMC or FSAC whose own space is under review for re-assignment should be recused from the review process.
needed for another purpose, and the amount of time required to make the space available for the next occupant.

The recommended timeline for space review and rescission is as follows:

<table>
<thead>
<tr>
<th>Action</th>
<th>Recommended Timeline</th>
<th>Possible Month</th>
<th>Responsible Party</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft faculty Funding/Space Report is compiled and distributed to Section Heads and CAOs for review.</td>
<td>0</td>
<td>August</td>
<td>Finance/Business Systems Analyst</td>
<td>The draft is very sensitive and confidential and needs to be reviewed for errors.</td>
</tr>
<tr>
<td>Draft faculty Funding/Space Report to be discussed at SSMC meeting(s).</td>
<td>1 month</td>
<td>September</td>
<td>SSMC/FSAC subcommittee</td>
<td>Faculty members that warrant further review are identified.</td>
</tr>
<tr>
<td>Review letters are prepared, and hand delivered.</td>
<td>1.25 months</td>
<td>2nd week in September</td>
<td>Section Head</td>
<td>Template letter provided by DDR.</td>
</tr>
<tr>
<td>Additional Information gathering</td>
<td>2 months</td>
<td>October</td>
<td>Faculty member CAOs/Business Office</td>
<td>Faculty feedback Number and duration of people in lab assessed.</td>
</tr>
<tr>
<td>Subcommittee - Faculty member meeting and space walk through</td>
<td>2.5 months</td>
<td>Mid-October</td>
<td>SSMC/FSAC subcommittee</td>
<td>Last opportunity for additional feedback from faculty member.</td>
</tr>
<tr>
<td>Conversation with faculty member is reported to SSMC &amp; FSAC.</td>
<td>3 months</td>
<td>November</td>
<td>SSMC / FSAC</td>
<td>Decision is made to move forward with rescission or not.</td>
</tr>
<tr>
<td>Rescission Letter is delivered by hand.</td>
<td>4 months</td>
<td>December</td>
<td>Section Head</td>
<td>Rescission Letter states that space could be reallocated if necessary.</td>
</tr>
</tbody>
</table>

**IV. Other**

The Section Head, may, at his or her discretion, use Section funds to aid faculty members who have a substantial move, or a reduction in space, e.g., by covering the cost of more compact storage or labor costs associated with the move.

**V. Maintenance of this Policy**

It is the responsibility of the SSMC, in consultation with the FSAC, to revise this document periodically so that the SIO Space Policy addresses current demands.
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.
APPENDIX B – Guidelines and Rules for Use of Service Yards

The purpose of guidelines for the use of service yards is to facilitate access to these desirable shared use locations for all who need them.

1. The primary use of service yards is to provide access for:
   a. Staging sea-going or other expeditions (preparation and demobilization) or containers needed temporarily to service other large projects
   b. Maintaining and supplying the buildings
   c. Emergency access

2. Parking in service yards is only permitted for emergency vehicles, vehicles maintaining or supplying the buildings, vehicles with service yard or official business permit, or in spots marked clearly for short-term loading/unloading.

3. All items occupying space in the service yard for more than 24 hours must be clearly labeled with the name of the principal investigator (PI), a telephone number, and the date placed in the yard.

4. Service yards are explicitly not to be used for long-term storage of equipment, seagoing or other containers. Long term is defined as more than one month. If longer-term storage is needed, consult with the SIO Space Management Officer to determine the proper location, either Seaweed Canyon or Camp Elliott or Trade Street.

5. Ocean-going or other expedition containers that are being loaded for or unloaded after a cruise, can be parked in a service yard for up to 2 weeks. This maximal time frame should only be used if constant access to the container is required during this time.

6. Sea labs – If equipment is being permanently installed in a van or container prior to being shipped for use on shipboard or in a remote location, then a request can be made to have this container located in the service yard for up to two months.

7. Semi-permanent storage containers in service yards – Any containers or trailers that are needed on an ongoing basis, due to lack of space for the materials in the PI’s lab, must be approved by the SSMC with a defined time limit, but no more than 3-years, and may be subject to approval by the Marine Science Physical Planning Committee. Efforts must be made to provide the needed space within the laboratories of the adjacent building(s) or in Seaweed Canyon or Elliott Field Station.

8. Containers that are owned by a Section, PI or other SIO entity must have a permanent container ID assigned by SIO Space Management regardless of location. Per UCOP directive, all space is to be identified and tracked. The square footage of containers will be assigned to a PI, the Section, or SIO Institutional.

6 Currently Camilla Ingram cingram@ucsd.edu
APPENDIX C – Guidelines and Rules for Space Allocation and Use in Seaweed Canyon

Research support facilities in Seaweed Canyon are intended primarily for faculty at Scripps who have active field programs and need to prepare and test field equipment frequently. The facilities can also provide storage for field samples, equipment, or other materials, but frequency of use should be the primary criteria for assignment of space within any of the buildings.

Space in Seaweed Canyon must be actively used for staging and testing of equipment or storage between cruises, on an average monthly frequency. If the equipment, instruments, or other materials are rarely used (not accessed for 6 months), they must be stored at Elliott Field Station.

The Scripps Institution of Oceanography Space Policy defines space in Seaweed Canyon and Elliott Field Station as Institutional Space, assignable to researchers for defined time periods, either directly or through the Sections. Thus, faculty may apply to their Section Head or the SIO Space Manager for space at either Seaweed Canyon or Elliott Field Station. Use of space at either of these locations by any person or group that is not part of Scripps must be approved by the SSMC on a case-by-case basis.

Application for space at Seaweed Canyon will consist of the following:

a. A short written justification of need
b. An inventory of the equipment to be stored, including volume. The inventory must be of sufficient detail to accurately describe the stored items, i.e., a one-phrase description of "geological sampling gear" is unacceptable. Conversely, a detailed description of each item in every box is not expected.

Note: All equipment and materials stored at Seaweed Canyon must comply with EH&S and UCSD Fire Marshal regulations.

Staffing: Use of Seaweed Canyon is overseen by the facility manager7, who can provide assistance or guidance on logistical needs. Ocean-going or other expedition containers that are being loaded for or unloaded after a cruise can be located at Seaweed Canyon for up to 4 weeks with advance approval of the facility manager.

Containers: Must follow the same rules and guidance as laid out for placement and use in Service Yards. Seaweed Canyon is not to be used for long-term container storage (longer than one month). All containers that are owned by a Section, PI or other SIO entity must have a permanent container ID assigned by SIO Space Management.

In accordance with EH&S and Fire Marshall regulations, walkways and access to fire extinguishers and electrical breaker boxes in buildings at Seaweed Canyon and Elliott Field Station must be kept clear and accessible at all times. Forklifts, cranes, and other heavy equipment to be operated by certified personnel only. Please contact the facility manager to arrange training / certification.

7 Currently José Hernandez jlh001@ucsd.edu
Appendix D – Guidelines and Rules for Space Allocation and Use at Elliott Field Station

Scripps space at Elliott Field Station (EFS) is designated for long-term storage of equipment and supplies. EFS has a combination of prefabricated steel buildings and areas organized for the storage of boats, 20- and 40-foot containers, palletized equipment, disposable anchors, and large gear that can be stored outside. Some specific areas at EFS have been designated for these purposes per an approved master plan created for the purpose of improving the organization of Scripps storage.

Scripps space at EFS is defined as Institutional Space, assignable to researchers for defined time periods, directly by the SIO Space Manager or by Section Head request. Use of EFS space by any person or group that is not part of Scripps will have to be approved by the SSMC on a case by case basis.

Application for space will consist of the following:
   a. A short written justification of need
   b. An inventory of equipment to be stored, including volume. The inventory must be of sufficient detail to accurately describe the stored items, i.e. a one-phrase description of "geological sampling gear" is unacceptable. Conversely, a detailed description of each item in every box is not expected.
   c. All containers must have a permanent container ID assigned by SIO Space Management.

Note: All equipment and materials stored at Elliott field Station must comply with EH&S and UCSD Fire Marshal regulations.

The Scripps Facilities Group manages Elliott Field Station and use of Elliot Field Station is overseen by José Hernandez, the manager for these facilities. He will be able to provide guidance on how to store equipment and other materials. In general, all items must be labeled clearly with the owner’s name and contact information. Also, all items stored outside must be prepared in accordance with current guidelines to prevent soil and stormwater contamination due to substances leaking or oxidizing from the equipment.

Even though Elliott Field Station is designated for long-term storage, items are not meant to be stored in perpetuity. If it appears that items have been abandoned or are not being utilized in any way, the EFS manager will attempt to contact the owner and determine if he or she needs the item(s) any longer. If not, the SIO Facilities or Space Manager will assess if the item(s) should be saved for the use of others at Scripps. If no scientific use can be determined, then the manager will dispose of the item(s) through the best means possible.

Forklifts, cranes, and other heavy equipment to be operated by certified personnel only. Please contact the EFS manager to arrange training / certification.