

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 Institutional Reserve (SSMC). It will be reallocated only following the appropriate ticket submission and approval by the Scripps Space Management Committee (SSMC), and 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 Reserve for reallocation. The space assignment database (Tririga) will be routinely (at least annually) spot-checked for accuracy as part of an annual review.

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. 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.

Policy Guidelines:

1. Priority for laboratory space will be given to faculty based on estimated future usage of 50% or more time, though an exception may be made for sea going faculty based on needs assessment.
2. Jointly appointed faculty will be assigned an SIO office and research space if most of their time will be spent working at SIO vs. non-SIO department(s). The funding sources and personnel that the joint faculty member has available to provision research within their SIO space, whether managed through SIO or other departmental business or HR offices, will be included in their space utilization score calculation.
4. Upon retirement, faculty research space will return to the institution as per details in the main document. If emeriti faculty become RTAD for the purpose of conducting research, space assignment will be made as per active faculty, but with an expectation that space needs will be ramped down over a maximum 3-year period. RTAD status application is reviewed annually for this purpose.
5. While A and B spaces are assigned and managed by the Section Heads, allocations for A and B space will be reported to the SSMC monthly by each Section Head and recorded in the minutes to keep a track record of the implications of A and B decisions on Diversity, Equity and Inclusion principles.
6. Larger parcels of newly allocated space characterized as multi-disciplinary with cross-campus collaborations (such as centers that may include faculty from multiple sections), will be proposed, and approved in concert with appropriate faculty and Section Head(s) by the DDR through the SSMC **Space Needs Assessment Portal**.
7. The Director's Office through the SSMC will conduct annual space reviews to ensure equitable space allocation across disciplines, genders, ethnicities, etc.

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 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 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, MS 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 ensure that the institution retains, where possible, a reserve of space for these exigencies. When sections are assigning B space, the guiding principle should be to provide proximity to the mentor to reduce inequities in the ability to build a cohesive lab culture.

Sole-occupancy offices: Faculty are entitled to an office for their exclusive use (‘A’ space). It is also a priority to provide sole-occupancy offices for senior personnel (‘C’ Space). 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. Faculty are entitled to a sole-occupancy office with at least 110 ASF. Where necessary, retired faculty will be assigned shared offices.

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” or Type B space. 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.

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

Space for MS and Undergraduate volunteer students: MS and undergraduate volunteer 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.

Position	People per Office	UCOP ASF per Person	Assignment
Faculty	1	110 – 300	Faculty

Retired Faculty	1 to 2	120 - 300	Emeriti
Specialist or Project Scientist	1 to 2	120 – 150	Faculty PI
Post Doc or Visitor	2 to 3	75	Faculty PI
Grad Student (PhD)	2 to 3	50	Faculty PI
Technical	1 to 3	75	Faculty PI
Administrative & Management staff	1 to 2	75	Faculty PI or Section Head

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. The Section Head should, if possible, find office space for these students at SIO as close as possible to their faculty mentor. If the office space is not used frequently (i.e., less than twice a week) then allocation requirements will be discussed with the faculty and student and potentially rescinded.

Scripps strives to support the continued scholarly and creative activities of retired faculty, and their service to the University, through the RTAD program, while recognizing the need to make space available for new hires. Retired faculty with RTAD status will be subject to the annual review process described in Section IV. Retired faculty not having RTAD status will have their space requirements reviewed by the SSMC and the SIO Director at the time of retirement (unless applying for RTAD status) as described in the main document. Subsequent assignment of space will then continue at the discretion of the Section Head and the SSMC; such assignments will be reviewed annually. New space in categories C, D, E will no longer be assigned to retired faculty, but will be returned to the Scripps Institutional Reserve.

Common space: Access to common or utility space associated with office and research functions can be provided to all people within a building or Section. 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. Changes in use of common space will require a ticket and approval by SSMC.

Large rooms, open-plan offices, and collaboration spaces: Large rooms (other than labs) are defined as those greater than 200 ASF, 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, but as practice people with highly disparate job titles should not be sharing the same space if alternative options are available.

Sabbaticals, sea-time, and other long absences: Faculty absent from SIO for longer than six months (including Researchers working permanently remotely) are required to notify the Section Head, and either relinquish their office space, or make a reasonable amount of office space available for the use of visiting scholars. The institution will provide storage for any student-related information protected by FERPA that a faculty member might have filed in their office. Periodic assessment of a faculty's use and need for a Type 'A' office space will be performed. Faculty who are not using their office will be contacted and efforts will be made to repurpose the office for those who need a space.

SIO offices for adjunct faculty: Adjunct faculty 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 allowed. Faculty needing long-term storage space should submit a Space Needs Assessment request.