Scripps Institution of Oceanography Space Policy
By the Scripps Space Management Committee
Revised: August 2023
Approved: April 5th 2023

The Scripps Institution of Oceanography (SIO) Space Policy is designed to facilitate equitable assignment of office and research space at SIO while considering the differences in the style of research being performed. This policy aims to provide flexibility to ensure equitable access to space and equity in the opportunities to access more space as research needs grow and to reduce space as research needs contract.

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 systemwide units, has been delegated to the Vice Chancellor of Marine Sciences (VCMS) by the Chancellor of UCSD.

The VCMS, in turn, delegates the responsibility of allotting space to the Scripps Space Management Committee (SSMC). To promote shared governance, the SIO Faculty, through its executive committee (as defined in https://scripps.ucsd.edu/system/files/2020-08/bylaws.pdf), shall appoint and maintain the Faculty Space Advisory Committee (FSAC), as a standing committee and consultative body whose members have voting rights within the SSMC, and are charged to advise the VCMS on the space policy and the resolution of space-related disputes.

The SSMC is composed of the following voting members:

1. Deputy Director for Research (DDR, Chair)
2. FSAC Chair (Co-Chair)
3. FSAC member
4. FSAC member
5. FSAC member
6. FSAC member
7. Section Head of Biology
8. Section Head of Earth Sciences
9. Section Head of Oceans and Atmosphere
10. SIO Department Chair
11. Assistant Vice Chancellor for Finance and Operations
12. Director of Diversity Initiatives

13. Head of Collections Committee

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

The SSMC will hold meetings once per month, unless issues necessitate holding meetings more frequently. A quorum of at least 7 voting members is required to hold a meeting and have discussion. If a full vote of all 13 members cannot be held during the meeting, voting on all action items will be held remotely immediately following the meeting using an AD-password protected voting portal that will be distributed along with a link to details of the meeting discussion, official minutes, and presentations describing the action item. Space requests should include: functional needs for the space, why the need cannot be accommodated within the existing space assignment, options to fulfill the need, and financial implications, all in enough detail to allow each of the 13 voting members to make a robust decision.

II. Space at SIO

Management of Space at SIO is assigned to the following units:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Head</th>
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<tr>
<td>Biology Section</td>
<td>Section Head</td>
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<tr>
<td>Earth Sciences Section</td>
<td>Section Head</td>
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<tr>
<td>Ocean &amp; Atmosphere Section</td>
<td>Section Head</td>
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<tr>
<td>Scripps Academic Department</td>
<td>Chair of the SIO Department</td>
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<tr>
<td>Ship Operations &amp; Marine Facilities (MarFac)</td>
<td>Associate Director, Ship Operations</td>
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<tr>
<td>SIO Collections</td>
<td>Head of Collections/Assistant Vice Chancellor for Finance &amp; Operations</td>
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<tr>
<td>Birch Aquarium at Scripps</td>
<td>Director, Birch Aquarium</td>
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<tr>
<td>Scripps Institutional</td>
<td>Assistant Vice Chancellor for Finance &amp; Operations</td>
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<tr>
<td>Sea Grant</td>
<td>Director, California Sea Grant</td>
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Space assignments are made to individual faculty (independent academic positions, including Ladder Rank Professor and Researcher series positions) who are typically members of one of the three research sections.

Outside of specialized space, such as classroom and instructional space, Ship Operations & MarFac, and the Birch Aquarium, all office and laboratory space at SIO is managed by the Sections or Institution, depending on current occupants. Some space is used interchangeably for both Institutional activities (EDI, IT, Administrative) and research activities.

To ensure that space allocation remains flexible, research lab and office space not currently assigned to an individual faculty or institutional staff member will revert to Scripps Institutional Reserve. Additionally, office and laboratory space vacated by faculty who move to new space or because of retirement, resignation, termination, or death immediately reverts to Scripps Institutional space. Institutional Space serves as a reserve for space that is available for use by the Sections (for new hires or faculty/PIs who need more space) or for other purposes the VCMS deems academically appropriate. All space requests and assignments are discussed and voted on by the SSMC. All actions of the SSMC are subject to review by the VCMS. The SSMC primarily discusses and votes on the assignment of academic and staff offices, research laboratories, and storage space to members of the Professorial and Research Series (Faculty), Centers at SIO, and Institutional space requests must be discussed at SSMC to ensure that they do not conflict with other Faculty priorities; however, the AVCFO ultimately decides the space assignments for institutional staff.

Faculty/PIs are entitled to the assignment of space appropriate to their functions as educators and scientists. Space eligibility falls into five categories:

<table>
<thead>
<tr>
<th></th>
<th>Personal academic office or office space assigned to other academics</th>
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<tbody>
<tr>
<td>B</td>
<td>Office space for PhD students, postdocs, and official visitors</td>
</tr>
<tr>
<td>C</td>
<td>Research office space for employees (including Project Scientists, engineers, technicians, programmer analysts, specialists, and administrative assistants)</td>
</tr>
<tr>
<td>D</td>
<td>Laboratories/research support/staging areas (including access to service yards, basement active storage, SIO collections)</td>
</tr>
<tr>
<td>E</td>
<td>Storage/Laydown space (Seaweed Canyon, Elliott Field Station,)</td>
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Section Head Roles: The Section Head is responsible for the management and local review of space within the Section. They work with the Section CAO and Section Facilities Manager to assign A and B spaces, and recommend C, D and E spaces to the SSMC. It is the Section Head’s responsibility to ensure that underutilized or poorly used space within the section be returned to the Institutional Reserve. Only after a Space Needs Assessment request has been submitted and recommended by the SSMC, in conformance with this policy and guidelines, can C, D or E space be reallocated. Section Heads will be required to provide a report on A and B...
space allocations to SSMC in order to provide oversight of the trends in office space allocation by each Section to ensure equity in space assignment. A and B space assignments will be voted on after the Section Head (with support from Section specific officers) have presented these to the SSMC. In normal circumstances, all space vacated by a faculty member, by default, reverts to Scripps Institutional Reserve for review and reallocation. The Section Head, may, at their discretion, use Section funds to aid faculty members in space allocation or rescission actions (See Appendices B and C).

Shared Space: In certain instances faculty members may choose for various reasons to share open lab space, and use that space in a collaborative way. To ensure that each faculty member engaged in space sharing maintains appropriate autonomy in the use and management of that space, all shared spaces shall require an Executive Use Agreement developed by the faculty and approved by the SSMC prior to (or retrospectively) initiation of shared use. The Executive Use Agreement will be provided to the DDR and Chair of FSAC for presentation at SSMC meetings, for discussion and a majority vote for approval, denial, or revision.

All space (A, B, C, D, E) counts towards the space allocation for a Faculty/PI when calculating space utility (see below), but ostensibly, only C, D, and E space will be part of space requests by a faculty member to the SSMC. Therefore, the policy on assignment and rescission of space outlined below pertains only to C, D and E space assigned to a faculty member/PI.

III. Space Assignment Process

The UCSD strategic plan includes five transformational goals (student experience, diversity and access, interdisciplinary research, community enrichment, and supportive infrastructure) and four grand research themes (understanding and protecting the planet, enriching human life and society, exploring the basis of human knowledge learning and creativity, and understanding cultures and addressing disparities in society.) Space allocation decisions at SIO will be contextualized by this plan, and the goals may often be used to justify decisions, to ensure that space allocation supports research productivity, institutional management and cohesion, and the strategic vision of UCSD.

When there are requests for additional or different space, the qualitative criteria that will be used to evaluate space need or utility, includes, but is not limited to:

1. Is the space request or review associated with an equipment requirement that supersedes other metrics?
2. Unique space considerations (e.g., vibration/noise sensitive equipment/research; personnel disability considerations, etc.)
3. Is there a personal or institutional need to have an individual co-located or in proximity to other researchers/faculty/instrumentation?
4. Determining how an individual request will contribute to the strategic educational, research, and diversity/outreach goals of SIO, UCSD, and UC.
5. Potentially adverse environmental impacts of any proposed changes in space allocation and/or use on the research projects that are already ongoing in the same
If the SSMC determines that an augmentation or rescission is needed, after reviewing all the available data, information, and conducting a walkthrough, then the DDR and relevant section head will engage with the individual to start the process as outlined below.

**Process for space assignment recommendations and approval:** If a new space is needed (for new faculty/PIs) or an augmentation of space for existing faculty/PIs is requested, the need must be documented using a Space Needs Assessment (APPENDIX F), which describes the space, the proposed use of that space (including equipment needs, personnel, research-based or other operations, proposed new lead occupant), and the estimated time the space will be used for this purpose. Space Requests will not be considered from retired Faculty, unless during application for, or after receiving, Return to Active Duty (RTAD) status. A space need will be submitted and assessed using the following strategy:

1. Faculty will sign on to the Space Needs Assessment Portal using their AD username, password and duo authentication.

2. Faculty should fill out the form and submit their request through the Portal, which will then be time stamped for priority assessment.

3. The DDR and Chair of FSAC will be notified automatically that a space needs assessment request has been made. All SSMC members will have access through the authenticated Portal to all Space Needs Assessments.

4. The DDR, Chair of FSAC and Assistant DDR (ADDR) will then be responsible for presenting the Space Needs Assessment to the SSMC at the next available SSMC meeting.

building. (e.g., adverse changes in air temperature and pressure control, excessive vibration, increased electromagnetic radiation, electric power instability, overcommitment of emergency power, and chemical and/or isotopic contamination of the air and surfaces within the building).

6. Environmentally sensitive storage, particularly storage of samples actively used in research, including biological samples, samples of natural waters and air, geological samples, or ice core samples.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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| 5    | An attempt will be made during this meeting to determine and vote on whether the request should be considered.  
   a. If a request is deemed to not be considered, it will be archived, and the relevant faculty will be notified and provided with written justification.  
   b. If a request is deemed incomplete, the DDR will communicate with the faculty member to request a more comprehensive Needs Assessment be completed. |
| 6    | If a request is approved for consideration, then the SIO Director of Space Management, and the appropriate Section Head(s), CAO(s) and Facilities Managers will be tasked with identifying appropriate space options to fulfill the need. The team will make all attempts to:  
   a. Account for all relevant criteria, including the UCSD strategic plan and additional criteria identified above.  
   b. Provide an approximate cost for any renovation, moving expenses, etc. |
| 7    | Once options to fulfill the space need have been identified, the DDR and Chair of FSAC will create a document for each option that includes the proposed space, floor plan and contextual map of space, justification for allocation, and any associated implications (logistical and financial). Those documents and associated information will be made available to all SSMC members via the [Space Needs Assessment Portal](#), along with the original request. |
| 8    | At the next available SSMC meeting, the DDR will present the space options to the SSMC for discussion and voting as described above. |
| 9    | A successful option will be recommended for approval by the VCMS.  
   a. If VCMS does not approve the recommended option, the SSMC will revert to step 6 to identify other options. |
| 10   | If VCMS approval is granted, all attempts will be made by the institution to facilitate the proposed space allocation in a timely manner. |
| 11   | Space request results will be reported to the faculty and SIO broadly each quarter in an SSMC newsletter explaining and justifying all proposed space allocation or rescission decisions made in the previous month. |
Space needs associated with potential future research funding: When submitting a proposal that will require additional space if funded, PIs need to check the relevant box in Kuali Research. In addition, they need to submit a Space Needs Assessment form as described above. Space needs associated with pending proposals will be considered as part of the review for other current, funded space requests, to ensure that SSMC is making strategic decisions that include both current and potential space needs. Proposals that indicate a need for new space will require electronic approvals from the CAO and Division Director within the Kuali Research system. In most cases, the SSMC will not actively discuss or determine potential space options (as described above) for proposal requests before the submission due date, so these electronic approvals will indicate only that the CAO and Division Director are aware of the new space needs and have submitted a Space Needs Assessment form.

Space decisions: Space decisions will only be made on requests that are entered in the Space Needs Assessment Portal. No initial, additive or reassignment of space, nor transfer of space between faculty, will be made without a Space Needs Assessment submission, and subsequent discussion, voting and recommendation of SSMC (including leadership interventions, which may require the Space Needs Assessment be submitted retroactively). The Space Needs Assessment Portal will enable tracking of space requests, priority assessment, and transparency. Space requests will be discussed preferably in chronological order of submission, or may be grouped thematically, so the SSMC can provide appropriate oversight and recommendations on space modifications. A space allocation recommendation requires a majority approval vote within the SSMC. Members of the SSMC that may be involved in a space request will be excused from the discussion and voting on the associated request to reduce the potential for conflict of interest. Before any space commitment is made — including leadership interventions — all existing requests (including requests associated with a pending proposal) should be consulted to ensure a new commitment is not foreclosing an otherwise equitable or important existing or future commitment.

Space for new faculty: As part of the recruitment process, new faculty may be assigned A, B, C, D and E space, which is outlined in their offer letter. Identification of these areas should occur in advance of the offer letter. In collaboration with relevant faculty mentors (assigned by the Department Chair), the relevant Section Head, CAO, and Facilities Manager will identify appropriate spaces, and for the C, D, E space will create a Space Needs Assessment as per the workflow above. Space will be assessed as a function of need, group size, and expected growth with a minimum amount of space identified (e.g. a wet lab D space minimum of 500 asf, in excess of CPEC standards). Efforts will be made to ensure space is well-defined and reflects research priorities and collaborations (e.g., clustering faculty teams with shared resources in single buildings in relevant scientific neighborhoods). New faculty space assignments will not be subject to space utilization review within their first five years, nor until they get tenure or promotion to Associate Researcher (see Section V below). However, ad-hoc space requests made by new faculty via the Space Needs Assessment Portal will be considered to accommodate program growth and research needs.

Creating New Space or Major Renovation of Space: Major capital construction should be tied to major scientific goals and SIO's strategic plan. When new space is being planned, e.g., through the construction of a new building or the remodeling of an existing structure, the SSMC will create Space Needs Assessment forms for proposed space assignments and discuss and tentatively agree on these (as per guidelines above). Ideally, these discussions would take place during the design process, so that any changes in space allocations cause as little disruption and cost as possible. Generally, new construction or major renovation projects will not be performed for space associated with retired faculty (including RTADs) or for research programs that are not
expected to grow. New building space should also include a reserve of unassigned space for one or more future faculty hires.

**Leadership Interventions:** From time to time, it may be necessary to assign space (or re-assign following urgent rescission – see below) through leadership interventions (usually deriving from the VCMS or DDR, whose decisions may or may not contradict SSMC recommendations). Leadership interventions may occur to (i) redress imbalances found through annual review in disciplines, genders, ethnicities, etc.; (ii) address conflicts in space use that are impeding research productivity and operations success; and (iii) address emergency space needs to account for exceptional events (e.g., unanticipated arrival of new equipment, personnel, retentions, or under local, state, national or international emergencies). Leadership Interventions in space allocation may occur in a timeframe that does not allow for following the standard procedures, however, during or following such interventions, a request will be developed in collaboration with the appropriate Section Head, and administrative and business staff. All Leadership Interventions will also be communicated immediately to the SSMC and the SIO campus if appropriate by email, and the DDR will create a temporary space needs assessment associated with the intervention.

IV. **Reviewing Space Use**

The efficient use of all space at SIO is of critical importance to the maintenance of academic and research productivity. Effective assessment of efficient utilization is essential for Scripps to be able to manage the growth of research activities, and to enable Faculty/PIs to carry out their research and pedagogical mission.

Space needs assessments can be made at any time using the **Space Needs Assessment Portal**; however, a coupled review process will also be conducted. Annually, the SIO Director of Capital Programs and Space Management, DDR, and Chair of FSAC will present to the SSMC a review of objective space utility calculated for every SIO faculty/PI. This annual review process is designed to determine the current state of space utility across the institution. This assessment may be used to help identify faculty/PIs who may have excessive space allocated beyond their current research and education need, and those who may not have enough space allocated to address their research and education needs. Existing research space utilization will be judged against statistics for the groups they have been classified in, as well as against utilization across the institution.

Space utility is defined as a single metric derived from three components; details in Appendix E:

1. **Financial:** An average, over the past three years of the amount of direct funding available from sponsored research and gifts, and last fiscal year’s service agreement revenues.

2. **Space Allocation:** The size of the current space allocation, calculated as the available square footage of A, B, C, D and E space assigned to the faculty/PI.

3. **Lab Users:** The number of supervised and supported career research staff, visiting scholars/scientists, research and project scientists, graduate and undergraduate students, and postdocs that are actively using the assigned B, C and D space.

These three components are used to calculate a Space Utility value that uses occupancy density and financial activity as a function of space. For example:
A Faculty member has a 3 yearly average of $275,000 in direct costs, has a combined space allocation of 1,800 sq ft, and supervises 8 people.

The financial activity calculation is: \[ \frac{275K}{1,800} = \$153/\text{sq ft} \]

The occupancy density is: \[ \frac{8 \text{ people}}{1,800} = 0.004 \text{ users/sq ft} \]

The Space Utility value: \[ \frac{153/\text{sq ft} \times 0.004 \text{ users/sq ft}}{2} = 0.68 \text{ user $/(_{\text{sq ft}})^2} \]

The Space Utility value is calculated for all Faculty and PIs, but comparisons are made by peer groups (Appendix E). The median and upper and lower quartile is calculated for each of these groups. This allows for determining space that is being underutilized (i.e., the Space Utility value will be in the lower quartile) and space that is being overutilized (i.e., the Space utility value will be in the upper quartile). The goal of the annual review will be to determine why certain Faculty/PIs are falling in the upper or lower quartile, which will aid with space augmentation or rescission decisions. Although an overall utility score is calculated, the amount of space assigned, along with the financial activity and density data will be taken into consideration.

Coupled to this annual assessment of SIOs space utility, and to enable accurate space augmentation or rescission decisions, a quorum of the SSMC will perform a walk-through of the space for every Faculty/PI at SIO once every 3 years. This will be performed on a rolling basis every year or as needed. The walk through will be announced to the relevant faculty/PI and a date provided in advance. The walk through will consist of a manual observation of the activities for which a space is being used, including, but not limited to, personnel operations (laboratory work, computational work), equipment activity, storage use, etc. The SSMC quorum will produce a brief <1 page report on the consensus of space activity, which will be presented to the SSMC meeting to aid in augmentation or rescission decisions.

V. Rescission of Space

As outlined under Section IV, space utility will be calculated annually. Those space holders with utility scores that fall in the upper or lower quartiles will be asked to provide additional information, including a report of current and pending extramural support, future research plans and any extenuating circumstances that may have affected their scores. This will be followed by a walkthrough of their space by a cohort of SSMC and FSAC members. The information and observations will be reported back to the full SSMC for discussion and evaluation.

A decision on whether to rescind, either partly or completely, their C, D, E space allocation will be voted on by the SSMC. Type ‘A’ space will only be rescinded for retired faculty (exclusive of RTAD faculty), and retired faculty may be asked to share office space. Type A space may be changed if institutional needs require it. Based on the decision, which must be ratified by the VCMS, rescinded space will be returned to the Institutional Reserve and becomes available to address a new Space Needs Assessment request. When the space is reassigned, the current occupants will be asked to move out with a 3-month notice.

A moving and renovation plan will be developed in consultation with incoming and outgoing faculty members, affected staff, students, postdocs, etc., by the relevant Section Head, Facility Manager, and CAO within 3 months. The plan will document a space vacating strategy, including timeline, distribution of equipment, personnel, and associated materials, and any necessary cleaning, repair, and renovation. The report will be submitted to the SSMC for discussion and voting. The SSMC will deny or approve the space rescission strategy, including the deadline for vacating and turning over the space by majority vote. This process can be appealed by any
faculty, staff or student/trainee to the SIO Director at any time up to the agreed deadline for rescission.

Review of Retirees and/or Return to Activity Duty (RTAD) Faculty: Upon decision to retire, a space rescission plan will be developed to provide a ramp down of activity based on an agreed timeline, with a transition of all research space to Institutional Reserve. If a retired faculty/PI applies (or reapsplies as required annually) for RTAD status, their space utility will be evaluated as per non-RTAD faculty. RTAD application therefore will include a review by SSMC of space utility and may include a space walk of existing space and discussion with the faculty member. Following the SSMC review a recommendation will be made to the VCMS as to the approval or disapproval of the RTAD application.

New or Untenured faculty/researchers (within 5 years of hire or at Asst level): For those faculty that have been at Scripps for less than 5 years, or who are at the Assistant Professor or Researcher levels, no attempt will be made to rescind space. However, SSMC may use walkthroughs, utility score analysis, among other tools, to identify new faculty members who may need additional space or resources to carry out their research and teaching activities effectively.

VI. Other

Temporary Space Allocation: Occasionally space may be ‘borrowed’ on a temporary basis from other space allocation types – e.g., education space managed by the department may be temporarily used by a faculty member for research purposes. In these situations, the faculty member and the Department Chair will agree to a timeframe for that use, which will be documented in a written agreement signed by all parties. Upon completion of these activities, the space will be vacated immediately and returned to the Department. In all situations, the Department has veto rights over the potential temporary allocation of educational space or extension of the time period.

VII. 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.
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.

<table>
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<tr>
<th>Position</th>
<th>People per Office</th>
<th>UCOP ASF per Person</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>1</td>
<td>110 – 300</td>
<td>Faculty</td>
</tr>
<tr>
<td>Position</td>
<td>Required</td>
<td>Office Size</td>
<td>Assignment</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>Retired Faculty</td>
<td>1 to 2</td>
<td>120 - 300</td>
<td>Emeriti</td>
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<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>Faculty PI</td>
</tr>
<tr>
<td>Grad Student (PhD)</td>
<td>2 to 3</td>
<td>50</td>
<td>Faculty 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>
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</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. 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.
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 that cannot physically be managed or operated in existing research space.
   b. Maintaining and supplying the buildings to which they are attached.
   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. The facilities manager for the appropriate section and SIO Facilities Manager must be notified, and the container positioned such that it will not interfere with emergency access or the basic operations of the building. All equipment and materials stored in the container must comply with EH&S and UCSD Fire Marshal regulations, and include a manifest of the contents.

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 (Type E space), consult with the SIO Space Management Officer to determine the proper location, either Seaweed Canyon or Camp Elliott or Trade Street, and develop and submit a Space Needs Assessment for SSMC consideration.

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, should be located in the service yard associated with the building in which the PI’s lab is located. A Space Needs Assessment for service yard space must be developed and submitted for SSMC consideration, specifying a defined time limit, but no more than 3-years duration, and subject to approval by all relevant UCSD entities and the Marine Science Physical Planning Committee. During this extended period of time, efforts must be made to provide the needed space within the faculty member’s D and E space.

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.
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 submit a Space Needs Assessment request as described in Appendix F for Type E space at either Seaweed Canyon or Elliott Field Station. Faculty may be assigned exclusive use of a defined area within a building, or a certain amount of rack storage or floor space in a shared area of a building. If in a shared area, the assigned space is quantified in square feet based on their share or percentage use of the shared area. 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. Note: All equipment and materials stored at Seaweed Canyon must comply with EH&S and UCSD Fire Marshal regulations.

Staffing: Use of Seaweed Canyon and Elliot Field Station is overseen by the facility manager, 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 always kept clear and accessible. Forklifts, cranes, and other heavy equipment to be operated by certified personnel only. Please contact the facility manager to arrange training / certification.
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. Thus, faculty may submit a Space Needs Assessment request as per the main document for Type E 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. 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 Elliott 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 Management Officer 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.
Appendix E - Space Utility Score Details

As not all Lab Users will use the space routinely at the same level we have instigated a weighting scheme to facilitate refined space occupancy scoring. **Undergraduate students**: SIO Department provided lists of 199 student enrollments and or paid undergraduate researchers. The primary instructor receives 33% credit for each quarter the individuals are working in the space, with data averaged over 2 years. **Graduate and Master's (MS) students**: SIO Department provided a list of last fiscal year’s graduate student enrollments. Advisors receive credit for students depending on the total number of advisors listed, i.e., 2 advisors = 50% each, 3 advisors = 33%. **Staff, postdocs, project scientists, student employees**: Using data from UCSD’s personnel system (UCPath) and space management system (Tririga), the number of lab users is calculated. Each person is counted according to the percentage they were paid on a PI’s funds and the PI’s space they occupied. Postdocs and project scientists are counted with the assumption that they potentially use C or D space assigned to the PI that supports their salary. **Volunteers**: PIs need to provide names of volunteers that utilize their lab space.

Faculty/PIs space utility score is calculated for peer groups, and as such are classified into the following:
- Active faculty, researchers, others with lab space
- Active faculty, researchers, others with NO lab space
- Return to Activity Duty (RTAD) with lab space
- Return to Activity Duty (RTAD) with NO lab space
- Emeriti with lab space
- Emeriti with No lab space
- New or Untenured faculty/researchers with space (within 5 years of hire or at Asst level)
Appendix F - Space Needs Assessment

To facilitate effective assessment of a space need, faculty will be expected to login to the Space Needs Assessment Portal and complete the following questionnaire for submission.

1. Please describe the space need (e.g. do you require space for existing or new personnel, equipment, program development? If the space is required to accommodate personnel, please include the names, titles, whether they are paid or unpaid, period of employment and % to time that you estimate they will spend occupying the requested space):

2. Please describe any unique space considerations such as vibration/noise sensitive equipment/research or personnel disability considerations:

3. If you wish to request being co-located with other researchers/faculty/instrumentation (e.g. with collaborators or to ensure access to equipment or resources) for a personal or programmatic need, please provide justification:

4. Please describe how this space will augment or be complementary to your existing space (e.g. why can the new personnel, equipment, program not be accommodated in your existing space allocation?):

5. Please describe the estimated time the space will need to be occupied for the proposed activity (i.e. is the space needed for an activity with a near-term, well-defined end point, or are you requesting long term space occupation?):

6. Please describe the funding source and amounts, both current and projected, that will facilitate the new space utilization (e.g. do you have existing or proposed funds that will be used for the proposed activity for which the space is needed? How will the funding specifically be used for activities in the new space?):

7. Please describe, with documentation, any past communications you have had with SIO and/or UCSD administration about the proposed space allocation (e.g. have you had discussions with leadership or divisional representatives that may have influenced the specificity of this space request?)