

## College of Humanities and Sciences Guidelines for Research Space Assignments

The College of Humanities and Sciences (CHS) develops and advances nationally recognized student and faculty scholarship, research, and creative initiatives committed to supporting strengths and addressing challenges in our urban Richmond community and beyond. CHS consists of 17 departments and 2 schools with vast differences in research and scholarly activities. In many of the academic units, particularly those in the physical and natural sciences, laboratory space is a valuable resource that is in high demand with short supply. Additionally, many of our academic units are involved in collaborative research and scholarship which requires shared space. An equitable distribution of this space is critical, and, as such, no department, institute or center, member of the faculty, or staff has permanent rights to assigned research space.

The Dean of the College of Humanities and Science or their designee assigns all space based on the principles described in this document. This space includes space assigned as part of a start-up package for new faculty, the assignment of additional space to faculty with new or expanded research projects, and the reassignment of research space from faculty who have seen a decline in research activity over consecutive years. The measures of research and scholarly productivity are listed under the “Principles “ section of the document. *Due to the diversity of the research and scholarly activity across CHS, specific metrics/requirements/thresholds are set by each department/school that fit within the broad guidelines of this document. Space assignments are tracked at the departmental level, but all final space management lies with the dean’s office.*

### Document Process

This document was developed through an iterative process that began with a committee of research-active faculty from the departments of biology, chemistry, forensic science, kinesiology and health sciences, physics, and psychology. These faculty members reviewed existing documents at the university and crafted principles and processes that reflect the best interests of the research and scholarship mission across the entire College, while permitting the unit-level flexibility crucial to a research-diverse and -dynamic College. This document was then reviewed by the academic leaders (department chairs and program directors) who provided input and generated a revised document. The final draft of the document was made available to all faculty in CHS with an invitation for feedback. The policy guidelines are presented in the current form with the expectation that further modifications will be made as the process unfolds and in subsequent review cycles.

### Principles

- Space assignment is governed both by unit-driven research productivity and by research priorities and expectations, including factors such as whether that space is used as a core facility, its importance for strategic collaborations, and the needs of current faculty members and opportunities for future recruitment.

- With limited space, its allocation should be equitable and allow maximum and efficient use of the existing space. The sharing of space, when possible, is encouraged and can help facilitate the university initiative of cross-disciplinary research.
- All changes to assigned research space within and outside of units are considered in the context of the comprehensive research space analysis, described below under Research Space Allocation Process.
- The Associate Dean for Research will coordinate with departmental and Dean's office designees to update research space in FM interact annually.
- A 1-3 year cycle will be used for evaluation and the following measures of research and scholarly productivity will be considered by the department chair/program director, as appropriate, as potential mitigating factors prior to decisions regarding reassigning space:
  - external funding, to include the amount and most recent end date of the last externally funded award, the funding history and proposals submitted in the current evaluation period, and pending awards that would require research space
  - indicators related to undergraduate and graduate student activities in the research space (e.g., course curriculums, summer internships, community engagement, service related activities), and indicators related to the numbers of postdocs, technicians, and volunteers associated with the research and scholarly activity
  - peer-reviewed journal articles, books and book chapters, patents, dissertations and theses, and conference publications and presentations resulting of work in the research space
  - other funding, such as roles as co-investigators on grants, internal funding, and pilot research projects associated with proposals (e.g., active IRB-approved projects)
  - shared research-associated space
  - footprint of equipment in the research space and whether the equipment is used to its full capacity to support the research currently taking place in the space
  - plans for future faculty hires and whether existing equipment in the space is sufficient to meet the research needs of hires

CHS Requirements for Satisfactory and Adjusted Space Rating:

Each faculty member with research space will be rated as Satisfactory, Adjusted space (space should be adjusted in line with research productivity), or unsatisfactory. Due to the diversity of research and scholarly activities in the different departments/schools, it is not possible to quantify each item for all departments/schools to follow. The College of Humanities and Sciences requires minimally all of the following for a rating of Satisfactory and at least one, but not all, of these requirements for an Adjusted space rating;

- Having or pursuing external funding at the level of PI, co-PI or co-I via one of the following:
  - External funding in the current year. The department/school can specify the amount of funding overall, funding per square foot of research space, or funding per research space lab
  - Submitted research funding proposals that satisfy the department/school specifications for external funding
  - External funding in both of the two previous calendar years, and a statement of a plan to submit at least one research funding proposal within the next year.

- Engagement of others in their research, to include graduate students, undergraduate students, postdocs, technicians, or volunteers. Departments/schools can prioritize and quantify this requirement as appropriate to them.
- Evidence of research productivity resulting from work in the research space, to include peer-reviewed journal articles, books and book chapters, patents, dissertations and theses, and conference publications and presentations. Departments/schools can quantify this requirement as appropriate to them.

Additionally, for those in research space with special resources or equipment (for example, vented hoods), The College of Humanities and Sciences requires an indication that the resource or equipment was used in the current year or will be used in the year to follow. Other items, if specified by a department/school, in advance of the year of evaluation can be required to achieve a rating of satisfactory or adjusted space.

### Research Space Allocation Process

The Associate Dean for Research will coordinate with department chairs/program directors of units with research space to assure that a departmental research space analysis is completed each calendar year, and will coordinate a College-wide research space analysis every 1-3 years to determine whether reallocation of space among units is warranted. In the first year of the process, a College-wide analysis will be completed as follows.

- The Associate Dean for Research will create an inventory of all research space to include buildings and rooms, and then match to the room usage categories, investigators, and external research funding. This spreadsheet will be shared with department chairs/program directors to confirm accuracy, and other measures of research and scholarly productivity as described under Principles will be added to the inventory.
- The department chairs/program directors will guide their respective units in the development of agreed upon metrics, as applicable, for the items listed in the CHS Requirements for Satisfactory and Adjusted space ratings listed above.
- At the guidance of the department chair/program director, each department/school will appoint a three-person space committee of research active faculty that will review the inventory. This space committee will use the CHS Requirements for Satisfactory and adjusted space ratings listed above e, along with other items and quantification specified at the department/school level, and rate each faculty member as satisfactory, adjusted space, or unsatisfactory. For those rated as satisfactory it will also be determined whether the faculty member has sufficient space or is requesting additional space. These ratings are shared with the department chair/program director.
- Department chairs/program directors will ask faculty members for requests for more space.
- Department chairs/program directors will meet with faculty receiving a rating of **Adjusted space or Unsatisfactory**. During this meeting the data will be reviewed for accuracy, and inaccuracies will be corrected. Following this meeting, the department chair/program director will recommend that the faculty member be allowed to retain the research space, with the list of mitigating factors to support this decision; or the department chair/program director will recommend that the research space be reassigned. This recommendation can include a recommendation to reassign the research space to a faculty member with a satisfactory rating, assign the space to an active recruitment or a transition of this space to shared space. Department chairs/program directors will meet with faculty receiving a rating of satisfactory and who are requesting more space. They will specifically describe the space that is needed, and the reasons why the additional space is needed.

- The Associate Dean for Research will meet with each department chair/program director separately to share and discuss faculty ratings for research space allocation. Any ratings that are disputed by the department chair/program director will be noted (with reasons for the dispute).
- The Associate Dean for Research will convene the CHS Research Space Allocation Committee (see description below). This committee will review the data in the spreadsheet to evaluate department chair/program director recommendations regarding faculty.
  - Faculty who are rated satisfactory will retain research space. Those faculty with a rating of satisfactory and who requested additional space will be considered for expanded research space, pending availability.
  - Faculty who are rated Unsatisfactory and Adjusted space will be reviewed to have their space allocation reduced.
- The Associate Dean for Research will compile all the recommendations from the department chairs/program directors and the CHS Research Space Committee. The entire packet of data and decisions will be shared with the Dean.
- The Dean and Associate Dean for Research will discuss the final recommendation, and then report to the appropriate department chair/program director any reassignments of research space for faculty in their units. The reallocation of the space will begin no fewer than 60 days from the date of notification unless there is an appeal. Within reason, during this process the needs of graduate students impacted by the reallocation will be addressed by the department/program.

Following the initial year of the review process, every 1-3 years a College-wide review, as described above, will be conducted. Annually, on years that are not part of the College-wide review, as part of the annual review process, the department chair/program director will appoint a three-person space committee of research active faculty that will complete the following process.

- For faculty with assigned research space, the department/school space committee will assign to each a rating of Unsatisfactory, Adjusted space, or Satisfactory with a brief narrative to support the rating that will be provided to each faculty member. These recommended ratings and narratives will be provided to the department chair/program director.
- Based on the evaluation of factors outlined above, if the department chair/program director feels the reassignment of research space is appropriate, this recommendation is made to the Associate Dean for Research. If this recommendation is made, the Associate Dean for Research will consider the reassignment request similarly to the review in the College-wide process.
- For faculty with a rating of unsatisfactory or adjusted space but for whom a reassignment of research space recommendation is not made, a plan to increase the research productivity will be developed. This plan should be developed through a discussion among the faculty member, the department chair/program director, and at the option of the faculty member, a faculty mentor. The faculty member will be re-evaluated by the CHS Research Space Committee in the next cycle.

#### CHS Research Space Allocation Committee

The committee will consist of six (6) research-active faculty, with a maximum of one faculty member from any department/program. The process for appointing members to the committee will be coordinated by the Associate Dean for Research and should be diverse in respect to discipline, rank, gender, and race/ethnicity. Initial committee members will serve for a minimum of three years, with two committee members rotating off the committee each year once the initial three-year term is complete.

This rotation of committee members will ensure some continuity in the committee, while also bringing in new members each year.

The committee will be convened by the Associate Dean for Research at least once each year. The majority of the work will occur on years with a College-wide review, but the committee will also be involved in other years as part of the review of recommendations of research space reassignment made by department chairs/program directors. It will require the vote of at least four (4) committee members for motion within the committee to be approved.

### Appeals

If a faculty member wishes to appeal a notice that research space will be reassigned (an unsatisfactory rating) the following process should be followed.

- Within 21 calendar days (three weeks, including weekends and holidays) from the receipt of the research space reallocation notice, the faculty member should express their desire to appeal the decision in writing to the Associate Dean for Research, articulating the justification for the appeal.
- A committee composed of the Associate Dean for Research, the department chairs/program directors of two research-intensive departments/programs other than that of the faculty member, and two members of the CHS Research Space Committee that are not in the department of the faculty member will review appeals and report their findings to the Dean.
- Based on this report the Dean will affirm the space reallocation decision and reallocation of the space will begin no fewer than 60 days from the date of notification; or the Dean will uphold the appeal, and hence the faculty member will retain the space until the next analysis is completed.
- If the Dean's decision is appealed, this appeal will be taken to the Office of Provost for a final decision.