

**Department of Psychology
University of Florida**

**Statement of Policy on the Utilization and Assignment of Psychology
Department Space**

The purpose of this policy is to provide a set of consistent, equitable, and use-optimizing criteria for the allocation of department space. The following general assumptions underlie the statement:

1. Space is assigned by the chair, in consultation with the Space Committee. Space is not assigned in perpetuity nor 'owned' by individuals or department areas.
2. When feasible, research space should be shared.
3. The hoarding of space can impede the department's mission.
4. The optimal use of department research space is that which is most likely to result in publications in top-tier, peer-reviewed scholarly outlets and that is supported (or considered worthy of support) by external funding agencies.

Any space not required for faculty offices, department administrative, or teaching purposes, is considered 'research' space. Research space includes specialized laboratory spaces (areas with special ventilation, water, and gas connections), special shared facilities such as animal holding areas, and rooms or suites that can be used either for testing human participants or as offices for collating and analyzing research data.

1. Two-part definition of space for research purposes. The scarcity of research space (relative to the size of the faculty) in the Psychology Department requires that a two-part definition be established for utilizing department space for research. The first type of department space usage (Type 'A') shall be for *laboratory-only* space needed for 'wet' labs or other uses that, because of equipment or other considerations (isolation, sinks, drains, ventilation, heavy equipment, area layout, etc.) must be dedicated full time for testing (or housing) human or animal participants. The second level of space usage (Type 'B') shall be for *laboratory-office* space that can be used *either* for testing human participants *or* for non-testing research purposes such as processing & analyzing data, soliciting participants, and for graduate student offices.

2. General desirability of shared space assignment. Sometimes a single space may be shared in order to afford several faculty researchers--regardless of area--the opportunity to collect data of a somewhat similar nature. This would be especially desirable if no one faculty member needed the space 24 hours a day. The advantage of this type of space utilization is that by sharing space, researchers may have greater flexibility in the design and execution of their experiments. Problems in space scheduling may be easily handled by sign-up sheets or coordination by a staff member.

3. Assignment of Type A research space. Type A (laboratory-only) space shall be assigned to faculty (on an individual or shared basis) when the *need* for such specialized space is justified by the faculty member's research program. This space shall be assigned according to the following priority levels (from highest to lowest):

Level 1: Faculty whose research is externally funded

Level 2: a. Faculty whose research or whose graduate students' research is being published in a timely manner as empirical articles in peer-reviewed journals, and

b. Faculty who have been assigned research space as part of their hiring commitment and are in the start-up phase of their research career in the department.

Level 3: Prospective faculty hires who have not been identified but whose research will require the assignment of research space.

Level 4: Other faculty.

Assignment of Type B research space. Type B (laboratory-office) space shall be assigned to faculty (on an individual or shared basis) according to the following priority levels:

Level 1: Faculty whose research is externally funded

Level 2: a. Faculty whose research or whose graduate students' research is being published in a timely manner as empirical articles in peer-reviewed journals, and

b. Faculty who have been assigned research space as part of their hiring commitment and are in the start-up phase of their research career in the department.

Level 3: Prospective faculty hires who have not been identified but whose research will require the assignment of research space.

Level 4: Graduate student offices.

Level 5: Faculty-supervised research by undergraduate students

Level 6: Other faculty

5. Space assignment across different types of space. First, type B space by definition cannot be used for type A purposes. Second, the extreme scarcity of type A space in the

department makes it unlikely that type A space will ever be reassigned for type B usage. These conditions rule out most of the possible priority conflicts between users of A and B space. However, we can think of some possible scenarios: Faculty R.S. (with priority 1) is accustomed to housing her students *within* her type A laboratory suite as this is the traditional and efficient practice in such laboratories. Now, R.S. finds that she now needs additional space in her lab for 2 more graduate students. All of the Type A space has already been assigned to faculty at levels 1, 2, or 3. Q1. Should a faculty member with a lower priority be bumped out of some A space for this purpose? Q2. Should a faculty member with a lower priority be bumped out of B space for this purpose? We anticipate that the department chair will mediate this type of space conflict with an eye toward the best overall solution for the department and its mission. We suggest that the chair adhere to the following general principle: The *special* laboratory need of the faculty member should be the main criterion for the assignment of space. Thus, if a new or productive faculty member needs specialized lab space –as opposed to research/office space—the chair will use every means to insure that such space is available to the faculty member, even if that effort results in some faculty being inconvenienced by having separated or reduced space for *non-testing* purposes. However, the chair will also attempt to maximize the efficient use of testing space by insuring that such spaces are available for use by multiple faculty members rather than dedicated to use by a single faculty member. It follows that: A1. No, a faculty member with a lower priority probably would not be bumped out of type A space. A2. Yes, it is possible that a faculty member with a low priority might be bumped out of type B space for this purpose.

June 30th, 2001