

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 7	Research and Sponsored Programs	Effective:	June 2006
Section 7.8	Space Allocation	Revised:	February 2008
<b>Policy 7.8.1</b>	<b>Research Space Allocation Policy</b>	Responsibility:	Vice President for Research

# RESEARCH SPACE ALLOCATION POLICY

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## Policy

Enhancing the success of the University in all of its missions requires optimal utilization of institutional assets. One such asset is the space that the University provides to its research community. It is imperative that the University appropriately manage space in order to augment the institution's overall success in the biosciences. Comparison to the institution's peers is also important as a measure of success and accountability. The purpose of this policy is to provide management guidelines across the Schools for optimal research space utilization.

- The effective utilization of research space at The University of Texas Health Science Center at San Antonio is the ultimate responsibility of the President.
- A research space productivity index (RSPI), which measures both a rolling three year average and a current year measure of direct plus indirect (D+I) income divided by assignable square feet of research space, will be calculated on an investigator, department and School wide basis.
- The target RSPI will be determined for each School based upon national norms for like schools. For this purpose, the Graduate, Medical and Dental Schools will be judged by the same national standard and each School's RSPI will be \$350 square foot. For the School of Nursing its RSPI will be \$250 and for the School of Health Professions its RSPI will be \$75. For "operating research units" (ORU's) that report outside of the Schools, the target RSPI will be the same as that for the Medical, Dental, and Graduate Schools. The School specific RSPI will be assessed yearly.
- Credit for individual investigators on multi-investigator projects will be appropriated on a departmental, school and center/institute basis based on a negotiated agreement at the time of submission of the proposal between the department Chair/Dean/center/institute Directors as indicated on the Certificate of Proposal (COP).
- Each fiscal year, the RSPI will be calculated from data collected by the Office of Sponsored Programs and the Planning Office on a center, institute, school, department and individual investigator

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basis and forwarded to department Chairs, Deans, center/institute Directors and the Offices of the Vice President for Research and Senior Executive Vice President/COO for review and clarification.

- Any investigator/department/school/center/institute that is at the bottom 33% or at the top 125% of the School specific RSPI will trigger an institutional review of the space utilization in that unit.
- For investigators/departments/centers/institutes/schools whose research productivity is at the 75% or below the School specific RSPI, space utilization will be reviewed by the appropriate Dean and Vice President for Research to assure effective stewardship of this University resource. The Dean, department Chair and/or center Director has the option of reassigning research space to faculty in the school/department/center/institute in order to meet the school/department/center specific RSPI. He/she has the option of reassigning space to highly productive faculty in the department/center/institute.
- The institution will hold the Dean and center/institute Directors accountable for meeting the School specific RSPI.
- Space allocated to newly hired Assistant Professors will not be counted in the School specific RSPI for the first two years of their appointment provided that grants are being submitted and scored. All funding procured by the faculty member should be considered in the case of starting faculty.
- For new faculty hired at the Associate Professor and Professor levels, they are expected to be at the 50<sup>th</sup> percentile of the School specific RSPI upon hire and have two years to reach the School specific RSPI.
- For new space needs, departments and centers will submit yearly requests and justification for changes in space allocation to the Deans who will copy these requests to the Vice President for Research and Senior Executive Vice President/COO. The Dean's offices will prioritize requests using the RSPI. Requests will be reviewed in accordance with the *Handbook of Operating Procedures*, [Section 9.1.1](#), "Space Management".

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- Space donated by a department to an institutional core facility, as defined by the Vice President for Research, will be omitted from the RSPI calculation.
  - There is no space “donation” policy; space cannot be exchanged between departments/schools/centers/institutes in an attempt to alter the RSPI. All circumstances depend on the formula.
  - The Deans will allocate space among departments and other reporting entities, who will then allocate space to faculty members.
  - The Executive Council on Space Management will only adjudicate space disputes between Deans, department Chairs, center/institute and faculty members under exceptional circumstances.
  - Research space productivity will be used as part of the Chair/Dean and center/institute Director evaluation system.
  - Limited exceptions will be considered only upon written appeal to the President.
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