

Purdue University  
College of Pharmacy

**Guidelines for Allocation of Research and Office Space in the  
College of Pharmacy**

This document describes the overall process of allocating spaces controlled by the College of Pharmacy that do not fall under other policies, such as DLR, DRUG, HANS, HOCK, Indianapolis, and classroom space.

**OVERALL ASSIGNMENT OF SPACE**

The Dean of the College allocates space to collegiate departments. Department heads are responsible for assigning appropriate offices and workspaces within their allocated spaces to their department members, consistent with the guidelines described below. Each department leader will assess utilization annually and enact reassignments within space under their purview as warranted by applying the principles and procedures listed below. In addition, the Dean can make space reallocations at the department level for collegiate strategic priorities. The allocation of space within the College of Pharmacy will be reviewed every three years. This review should coincide with the University's periodic review of space on campus when possible.

The following constitute principles and guidelines for allocating space by the Dean to department heads and subsequently by department heads to individuals or groups of faculty, staff, trainees, and students.

- Facilities in the College of Pharmacy must be optimally utilized and subjected to periodic review to adjust to new programs and changing needs.
- Space is assigned or reassigned to be consistent with the Strategic Plan Goals for the CoP.
- Space utilization is focused on productivity, not status quo or history.
- No individual or department is entitled to specific space or specific amounts of space.
- All space in the College of Pharmacy is assigned to individual departments and the Dean's office. Any changes in space assignment will involve consultation and input from all impacted departments.
- The Dean or his designee(s) manage administrative space according to the Dean's strategic priorities.

**ASSIGNMENT OF RESEARCH SPACE**

**Wet Lab Research Space**

The assignment of research space is undertaken to enhance and grow our collegiate research enterprise. Faculty should have adequate research space consistent with the type of current research activities involved and their current research productivity. A wet laboratory "block" consists of ca. 150 sq. feet for allocation. Due to the diversity of laboratory layout and size, each laboratory may have a different number of blocks.

The following guidelines are to be followed by department heads in the assignment of space:

New faculty hires in good standing are allocated laboratory or research space by their department head following their offer letters. This space is protected until the tenure and promotion decision. The space

assignment is, in part, based on an effort distribution (research, teaching, and service). Typically, assistant professors will be assigned 6-7 blocks of space, comprising 900-1050 sq. feet, if space is available. Associate and full professors maintain their laboratory space while remaining in good standing. Good standing is defined as meeting Departmental expectations for grant funding support, compliance with the CoP extramural grant submission expectations, the productive use of laboratory space (i.e., not storage), and the continued maintenance of assigned space and compliance with all safety-related policies/procedures.

Faculty hired at a higher rank than assistant professor will have space assigned as negotiated and presented in their offer letter. These faculty will have their space utilization reviewed five (5) years after hiring. Subsequently, space will be reviewed per all criteria as given in this document.

### **Dry Research Space**

Dry research comprises research programs focused on computational work or other areas not requiring a wet laboratory. Dry research space needs may differ considerably among faculty at the same rank, depending on their research area. The department head allocates assistant professors in good standing research space per their offer letters. This space is generally protected until the tenure and promotion decision. The space assignment is based on effort distribution. Associate and full professors maintain their laboratory space while remaining in good standing as defined above. At a minimum, all supported research personnel will be allocated personal workspaces (desk, cubicle) but may be shared across personnel depending on needs and available space.

### **Shared Research Space**

The department head can assign shared research space from within their space allocation as they deem necessary. Individual equipment placed in a shared research space is a privilege, not a permanent right. The faculty member in charge of the space will be assigned responsibility for functional utilization of shared research space.

### **Temporarily Unoccupied Space**

To accommodate growth and hiring new personnel, occasionally temporarily unoccupied space may exist in the CoP. Unoccupied space within a department's assigned space is, by default, assigned to the department head. Unoccupied space shall be kept in a "ready to use" state. Unoccupied space shall not be occupied by any personnel or physical items without documentation of permission from the department head, via email, for example. Items found in unoccupied space will be considered surplus or trash.

### **Emeritus Faculty Space**

Emeritus faculty may be permitted to maintain research space until the completion of ongoing grants and contracts that require space. Emeritus faculty may only be allowed to retain lab space for active, funded projects which fully support any personnel. In the absence of such projects, space will be reassigned. In addition, space must be readily available without infringing on strategic priorities. The department head will assign specific space for emeritus faculty in consultation with the associate dean for research. A documented agreement for space allocation must be in place, including a finite time for reassessing space needs. The department head will assess the utilization of space on an annual basis, and a report of the assessment will be provided to the associate dean for research. Emeritus faculty consistently not occupying office space more than two days a week may be assigned to shared offices.

After space is reassigned by the department, any equipment or instrumentation remaining in the Emeritus research space will be redistributed by the department head to other personnel if needs exist and the personnel has existing space to accommodate the equipment. If no such need or space exists, the equipment will be offered to other departments to maximize collegiate benefit or sent to surplus if no need exists.

## **REVIEW OF RESEARCH SPACE**

- Compliance with policies to assess a faculty member's good standing is reviewed every year at the annual review. In addition, specific notations/warnings will be documented if a faculty member is not meeting expectations.
- All space allocations are reviewed at the department level, and a report of this review is made to the associate dean for research every three years.
- Tenured faculty with extended lapses in funding may trigger a review of effort allocation. Should effort allocation change, research space assignment will scale accordingly. Vacating of space due to this reduction will be completed within 90 days of notification.
- Tenured faculty lapsed (i.e., no research funding) for three years can be reduced to 50% of their research space without formal changes in effort allocation. Activity in terms of grant submissions and scores will be considered. A formal review will be completed to guide any space reduction decisions. Vacating of space due to this reduction will be completed within 90 days, and the department head will determine the disposition of any remaining instrumentation or materials.
- Any assigned space that is not kept in a maintained condition, or represents a safety hazard, as evidenced by repeated citations for violating Radiological Environmental Management (REM) to the level that involves notification of the department head, can be removed from an individual's assignment and vacated within 30 days. The department head will have discretion in assessing the severity of violations and establishing a timeline for a remedy before space is removed from an individual's assignment.

## **REQUESTS FOR ADDITIONAL SPACE**

Any request for additional space beyond the guidelines above is a formal process. This process includes a formal written request to the department head.

- Documentation of current and future funding exceeding Departmental expectations for effort allocation and rank
- If the request for additional space is based on the need for additional personnel accommodation, a request will only be considered if the number of personnel supported by the PIs funds exceeds the capacity of the laboratory, calculated as ~150 sq. ft. allotment in wet space for each supported person. For example, if a faculty member is assigned 900 sq. ft. (6 blocks), they would need to be supporting 7+ group members on their research funds before additional space is considered. Department heads have discretion in assessing the number of qualifying personnel for this calculation.
- Documentation of needed space for unique instrument/resources (i.e., NMR, mass spec, plate reader)
- Temporal element – sustained grant funding productivity/personnel needs to be in place for at least 2-3 years.
- The department must have the space available – A proposal for additional space judged to have merit will trigger a department space audit if temporarily unoccupied space is unavailable. The department head will conduct this audit. The department audit will analyze all assigned space within the department, including all faculty productivity metrics. If the audit determines the department cannot accommodate internal moves, the proposal and department audit will be presented to the Dean for potential reassignment of space from another department. If unoccupied space is unavailable, a collegiate space audit will be triggered.

### **Additional Department Space**

Requests for additional space for a department will be made formally by a department head to the Dean. Departments impacted by a decision to reallocate space will be consulted before the Dean's decision.

### **New Research Space**

All construction of new research space and renovation of existing research facilities should have the most significant degree of flexibility possible in design, ensuring future changes in space assignments can be made quickly and with minimal disruption or additional remodeling.

### **Individual Workspaces (Offices)**

Faculty will be assigned private offices as a priority. Faculty with primary offices at other departments on campus may be asked to share an office at the College of Pharmacy. Faculty that work from secondary job sites may be asked to share pooled space/hoteling desks in the College of Pharmacy.

Research staff, residents, postdoctoral fellows, and graduate students will not be assigned private offices even if sufficient offices are available. Trainees/students and residents/postdocs are assigned to shared workspaces as available at the discretion of the department head.

If professional/clerical staff move to a hybrid work relationship and they are in the office for a limited time, they may be asked to share an office at the discretion of the department head. Shared office space for hybrid work will be managed for maximum efficiency and privacy, as needed.

If office space becomes unavailable within a department, the Dean will review the use of office space according to the principles above and begin to consolidate (share) offices to reallocate office space first within the department and then the broader College.

## **IMPLEMENTATION**

Department space allocation as of July 1, 2024, will serve as the baseline for the establishment of this policy. Modifications to space allocations after July 1, 2024, will be made following this policy.

*The 'Guidelines for Allocation of Research and Office Space in the Pharmacy Building' policy was approved by the Purdue University CoP Executive Committee on May 28, 2024.*