UCSD Space Management Processes in Support of the Research Mission

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Why is there a need for a VCHS Space Committee?

- Research space is a finite resource.
- There is a constant demand for research space.
- Demands for research space are always changing.
- Research space requires support.
Who is on the Committee?

- The committee is composed entirely of faculty (no department chairs) with broad departmental and geographic representation.

- Committee members are appointed by the VCHS

- The Committee is advisory to VCHS

- The Committee meets once a month and each member has 1-2 review assignments per year.
The Vice Chancellor for Health Sciences
Research Space Advisory Committee

- **Who serves on the Committee?**

  Jerrold Olefsky – Chair (Medicine)
  Karen Arden – Vice Chair (Med/Ludwig)
  Antonio DeMaio (Surgery)
  Paul Mills (Fam Med & Public Health)
  Tracy Handel (Skaggs)
  Chris Glass (CMM)

  Robert Tukey (Pharmacology)
  Eliezer Masliah (Neuroscience)
  Pamela Mellon (Repro Med)
  Allen Ryan (Surgery)
  Harold Hoffman (Pediatrics)

  Dean’s Office (Ex-Officio):
  Gene Hasagawa, Associate Dean/Admin
  Kimberly Carnot, Sr Dir Physical Resource Mgt/Capital Asset Strategies
  Tara Cameron, Res/ Academic Space Manager
What does the Committee review and assign?

- The Committee reviews research space assigned to Departments and ORUs (includes research support space and research offices).

- The Committee reviews requests for space.

- The Committee does not review clinical space or education space.

◊ Note: Many departments have their own space committees. They may review space assigned to the department and make reassignments within the department footprint.
Space Review

Process:

- Generally the Committee reviews one department at each meeting.

- One committee member is assigned to review a department and present their findings at the monthly meeting.

- Before the Committee meeting, each PI in the department is sent a Space Survey for self-reporting (space occupied, # people, current funds, pending funds). A CV is also requested. We want to be able to get a holistic view of what takes place in the space.

- All returned surveys are compiled by the Space Management group and provided to the committee member assigned to the review.

- A letter from the Chair is solicited.
Space Review

A time for the Committee member to visit the space under review is scheduled.

The reviewer will be accompanied by a member of the Dean’s Space Management group and can be accompanied by someone representing the department under review.

- Visual inspection of how space is used
- Is it busy? Are there people working? Does it look like active space?
- Is it underutilize? (e.g. Full of boxes? Used to store Christmas decorations?)
- Also looking for evidence of legitimate space needs that the funding calculation might not support.
  - Experiments or protocols that require specialized space?
  - Abnormal architecture that impinges on the space?
Underutilized Space
Space Review

Data collected helps the Committee get a picture of space productivity.

- PI surveys and CV:
  Funding, Pending Funding, Personnel, Publications, Collaborations, Past Productivity & Other Considerations.

- The letter from the Chair provides opportunity to explain empty space held for recruits, underutilized space under renovation, strategic space plans, etc…

- Comparative data analysis against other VCHS faculty peers.

- Take into account operational needs (i.e. large equipment or special processes that legitimately require more space)
Space Review - Results

**Results:**

- The Committee reports to the Vice Chancellor of Health Sciences with observations, recommendations and proposed actions.
- The Vice Chancellor writes a letter to the Department Chair including his recommendations.
- Actions: “Advisement” or “At-Risk” or “Reassignment to VCHS Reserve Pool”
- There is opportunity for dialog between the Department Chair and VCHS: The Department Chair can respond with additional information for reconsideration or clarification
Space Requests

Process:

Requests from faculty members are first made at the Department level following local department processes (i.e. department space committees).

- The Department Space Committee may have already identified underutilized space.

- A previous review by the VCHS Space Committee might have identified underutilized space that the Department Space Committee is trying to fill.

- The Department Committee or Department Chair may decide the request is not warranted.

- The request may stop at the Department level.
Space Requests

Process:

- If the Department Chair thinks the request has merit and there is no available space in the Department-assigned space, the Chair can make a request to the VCHS Research Space Advisory Committee using the Space Request Application form.

- The VCHS Space Committee only considers requests from Department Chairs.

- Based upon merit and need, Committee tries to assign space in support of science.

- The Committee will look over the most recent Department space review.
Space Requests

Helpful Hints:

- Have a good reason you need the space.
  Do you have a new grant?
  New piece of equipment?
  New need for specialized space?

- Provide details:
  Who/what is planned for the space? Be specific.
The VCHS Space Committee will make a recommendation to the VCHS and decisions will be communicated to the Department Chair from the VCHS.

The VCHS Committee generally gets through entire agenda, but occasionally time limits consideration of all requests until next meeting.

We do our best to honor as many requests as possible.
Questions