

## **University of California, San Diego**

Vice Chancellor for Health Sciences

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### **HEALTH SCIENCES SPACE MANAGEMENT POLICY**

#### **Section 1: Background**

In 1982, the Dean's Space Advisory Committee, now referred to as the Health Sciences Space Advisory Committee (HSSAC), was formed. This document establishes the committee's charge, general principles of space utilization reviews, assignment procedures, and committee operating parameters. The committee evaluates the effective use of wet and dry laboratory research space assignments in facilities owned by UC San Diego and occupied by Health Sciences. HSSAC provides advice to the Vice Chancellor Health Sciences for actions to increase effective space utilizations by assigning and reassigning space as needed. The Vice Chancellor Health Sciences includes three professional schools (School of Medicine, School of Pharmacy and Pharmaceutical Sciences, and School of Public Health), numerous departments and divisions, two hospitals, and various other research programs and units. Basic research and clinical/translational research are fundamental elements of Health Sciences' research mission and work in close alignment with the instruction, clinical care, and community outreach missions.

Research space assigned in any new facility built on the Health Sciences campus from 2001 onwards will automatically be designated as Health Sciences research space rather than that of the department(s) that occupy it. Research space that has been reassigned in any Health Sciences building, regardless of year, will also be designated as Health Sciences research space.

#### **Section 2: Committee Charge**

HSSAC provides general guidance and specific recommendations to the Vice Chancellor Health Sciences relating to the most effective use of existing research space, the assignment of new research space, and the need for future space.

The Committee is charged by the Vice Chancellor Health Sciences to:

1. Review and recommend changes to Health Sciences' space management policy, principles, and practices as needed.
2. Conduct regular and periodic ad hoc research space reviews of all schools, departments, divisions, ORUs, and other academic units as directed by the Vice Chancellor.
3. Receive space requests and recommend new space assignments and reassignments.
4. Recommend strategic priorities for research space assignments and establish scientific neighborhoods for common research themes across organizational lines.
5. Recommend the planning, design, and construction of new capital projects and oversee the review and recommendation of space assignments via Request for Proposal (RFP) processes.

#### **Section 3: Membership**

The Vice Chancellor appoints committee members with research laboratory experience and either a primary or secondary faculty appointment from Health Sciences' three professional schools. The committee aims to have at least one member from each school and members should represent a diverse and inclusive range of scientific knowledge, interests, and backgrounds. The committee as a whole should represent a balance among disciplines, basic and clinical research, and geographic sites. School deans,

department chairs, and ORU directors are excluded from membership. The Committee Chair and Committee Vice Chair will be selected by the Vice Chancellor from the committee membership. Committee members continue to serve at the discretion of the Vice Chancellor and will be supported by staff in the Vice Chancellor's office responsible for space management. Committee members will recuse themselves from the discussion of their school/department space review at the monthly meeting.

#### **Section 4: Committee Operations and Space Management Principles**

Health Sciences assigns wet and dry research laboratory space to merited uses in support of knowledge generation and scientific discovery. The committee uses the following policies, principles, and practices to guide space assignments and reassignments:

1. **Regular and Periodic Ad Hoc Space Reviews:** HSSAC meets monthly and reviews the research space footprint of each school, department, and ORU on a regular basis, approximately once each 18 months. The Vice Chancellor may also direct the committee to conduct periodic ad hoc space reviews as needed. The academic unit being reviewed provides the requested data (subject to validation by Vice Chancellor's staff) and written materials for the committee's consideration. Deans and Chairs are highly recommended to provide a written summary of their plans regarding research space assignments prior to the monthly meeting. The space review examines each faculty member's research productivity, funding \$/SF, space utilization, space occupancy, and quality of research training programs if present. Space reviews include quantitative data (e.g., direct cost funds from any source per assignable square foot actively spent conducting research in the space, headcount of employees working in space normalized to full time equivalency, capacity of the laboratory to host the research team effectively, pending grant applications, etc...) and qualitative data (e.g. the visual inspection of the laboratory's organization, operations, equipment and research protocols, and architecture). The space review also includes other academic contributions like peer-reviewed publications and scientific collaborations.
2. **Space Review Outcomes:** As an outcome of the space review, the Committee creates a letter of their observations and recommendations which is endorsed by the Vice Chancellor Health Sciences. When space is well funded and well used for research functions, there are usually no recommendations. When space is not well funded and/or not well used for research functions, there may be a range of recommendations. These recommendations include but are not limited to:
  - a. A narrative advisement expressing concern about the space and an expectation to see better funding and/or use at the next review;
  - b. A formal notification that the space status has been placed "At-Risk" for reassignment if funding and/or use doesn't sufficiently improve at the next review. The committee may remove the "at-risk" status at subsequent reviews if space utilizations have substantially improved. The committee may also recommend the partial or total reassignment of space for other uses; and
  - c. Immediate reassignment to the VCHS Unassigned Pool. When space is reassigned to the VCHS Unassigned Pool, the current occupants are usually allowed to remain in place until the space has been reassigned. Space can be reassigned at any time based on HSSAC needs, however, and it will be up to the school, department or ORU to vacate and clean the space for new occupants. Spaces are usually reassigned due to:
    - i. Lack of research funding in consecutive reviews
    - ii. In previous reviews, space was placed "at-risk"

iii. Low occupancy and utilization

3. **Space Reassignments:** Space reassigned to the VCHS Unassigned Pool may continue to be occupied until such time as it is assigned to a new occupant via a space request. When the space is reassigned to a new occupant, the former assignee's academic leadership will receive notification to vacate the space in a timely manner. It is the responsibility of the academic unit to communicate and work with their faculty in vacating spaces.
4. **Space Requests:** Deans, chairs, and ORU directors may submit the Health Sciences space request form to the space management office and Committee Chair for consideration. Academic leaders must utilize their existing space footprints effectively before they submit space requests for new or incremental space allocations. Space requests include many of the same quantitative and qualitative criteria used in space reviews. Committee recommendations usually include assignments of new space from the VCHS Unassigned Pool, reassignments of under-occupied or under-utilized space, or no assignment. Requests may also ask the committee to place spaces in the VCHS Unassigned Pool into an "on-hold" status for 1 year for national recruitments with a confirmed search committee. Requests may also ask the committee to extend the "on-hold" status if the search is unsuccessful after the first year. See #5 below.
5. **Faculty Relocations and Departures:** When a researcher moves to new space or departs UC San Diego from any Health Sciences building, regardless of year constructed, the former space assignment is reassigned to the VCHS Unassigned Pool. The departing faculty member's academic leadership may submit a space request for some or all of the vacated space per normal processes for a national recruitment or internal need. The request will be reviewed and some or all of the space may be placed "on hold" for 1 year for national recruitments with a confirmed search committee. Requests may also ask the committee to extend the "on-hold" status if the search is unsuccessful after the first year. See #4 above.
6. **Return to Active Duty (RTAD) Faculty:** Space assigned to RTAD faculty is subject to review, evaluation, and action like any other research space footprint in regular and periodic ad hoc space reviews. As part of the review, academic leadership should indicate the faculty member's RTAD plan.
7. **Emeritus Faculty Offices:** Space requests for the assignment of an emeritus faculty office may be submitted to the committee per normal processes. The committee expects that emeritus faculty offices are well-utilized and don't negatively impact the ability to host new research programs in wet and dry laboratory footprints. This may necessitate the relocation of an emeritus faculty member to a new location. These spaces are subject to regular and periodic ad hoc space reviews.
8. **Multiple Office Assignments:** Multiple office locations assigned and occupied by the same person are discouraged. The committee will evaluate these spaces as part of the normal review process.
9. **Shared Dry Laboratory Space and Remote/Hybrid Work Schedules:** The definition of dry laboratory space is: dry laboratory offices, modular workstations, and cubicles not integrated or accompanying wet lab research footprints. These can be shared assignments which can be utilized by multiple people working complementary schedules. Many faculty and staff working in dry laboratories have remote/hybrid work schedules which creates an opportunity to utilize dry

laboratory space better through shared space assignments. The committee will review and recommend shared assignments of dry laboratory space from existing space assignments, “at-risk” space, and/or VCHS Unassigned Pool space to satisfy new and growing dry research space requests.

**Section 5: Dean/Chair/ORU Director Responsibilities**

Academic leaders are responsible for effectively managing their research space assignments and are accountable to the Vice Chancellor for appropriate use of space resources. For most academic units, this responsibility requires a space committee and space management staff to review their space assignments. Academic units should develop their own space management practices in alignment with this document’s policies and principles.

Academic leaders are responsible to communicate and implement HSSAC recommendations to faculty members.

**Section 6: Exception to Policy for Department Legacy Space**

Health Sciences buildings and footprints not included below have already been converted from department research space to Health Sciences research space due to faculty reassignments. All items in Section 4 apply to all buildings, including those built prior to 2001, with the exception of a Chair’s prerogative to reassign space in the remaining department footprints identified below in Table 1.

Department chairs are authorized to make space reassignments *within the following faculty space footprints* in these remaining buildings constructed before 2001. When research space is vacated by the following faculty, departments may place space “on hold” for 1 year for a national recruitment with a confirmed search committee. If the search is unsuccessful but continuing, the department may request an extension. If, though approved, an active search is not conducted within one year, the department space will convert to Health Sciences research space and be placed in the VCHS Unassigned Pool for reassignment.

**TABLE 1 – Department Legacy Space as of October 2023**  
(Faculty in orange are already retired or RTAD)

Original Faculty by Building			
Building	Department	Faculty	ASF
<b>Biomedical Sciences Building</b>			
	CRBS / Neurosciences	Ellisman, Mark	7,400
	Medicine	Boss, Gerard	500
	Medicine	Broide, David	2,600
	Medicine	Doherty, Taylor	900
	Medicine	Miller, Yury	3,400
	Medicine	Villarreal, Francisco	900
	Ob Gyn, and Repro Sciences	Shimasaki, Shunichi	700
	Pharmacology	Adams, Joe	1,300
	Pharmacology	Dennis, Edward	3,400
	Medicine	Witztum, Joseph	2,000
<b>George Palade Labs</b>			
	CMM	Dowdy, Steven	1,500
	Medicine	Rosenfeld, Michael	3,800
<b>Stein Clinical Research Building</b>			
	Medicine	Olefsky, Jerrold	3,100
	Medicine	Raz, Eyal	1,300
	Medicine	Schooley, Robert	1,600
	Medicine	Siddiqui, Aleem	1,000
	Pediatrics	Spector, Stephen	1,400