

# EE Space Guidelines

*Document Date: January 2000*

*Revision: July 2007*

*Second Revision: May 2011, November 2011*

## 1. INTRODUCTION

This document is developed to guide the process of space allocation in the department. The document defines a set of general expectations for efficient usage of space in these classifications: research space, teaching space, faculty offices, staff space, administrative space, and multi-use space. These expectations, stated as guidelines, establish a common initial framework for the Faculty and the Department Chair to use in space discussions. The guidelines, in short, are advisory to the Faculty and to the Department Chair, and are **not** intended to impose any rigid constraint on the Faculty or the Chair in specific space assignments.

## 2. GUIDELINES

### 2.0 General University policy

The University Handbook, Vol. II, Section 12.22 (with heading "The Provost") states these policies and procedures involving space:

1. Section 12-22. A. The Provost provides leadership in [...] allocation of space.
2. Section 12-22. C. 7. b. The Capital and Space Planning Office [...] develops space planning standards and unit space allocations, and plans and directs the space management and allocation system.

The Handbook states clearly that "space management and allocation" is part of the Capital and Space Planning Office, which reports directly to the Provost. The Provost is the final decision maker. An informal re-statement of these policies, commonly used in space decision-making and space request processes, is that space is not "owned" by any college, department or individual in a department.

All University requirements regarding safety, health, disabilities accommodations, fire regulations, security, etc., automatically apply to all space allocation guidelines and decisions, even if some guidelines below do not explicitly specify these requirements.

### 2.1 Research Space

1. The department should supply adequate space for all active research projects. Funded projects may have priority over long-term unfunded projects.
2. Departmental metrics such as research productivity, degree production, etc. should be factored in during research space allocation.

3. The sense of community should be paramount in the assignment of research space. Namely, students and faculty with compatible interests should be put, whenever possible, in the same or adjacent space.
4. Sharing of research space among compatible faculty and students should be rewarded with higher priority of department support.
5. Each project should have an identifiable location, which may be shared with other compatible projects.
6. Full-time Ph.D. students and full-time Masters students (Thesis option) should ideally be provided with desk space in their advisor's area(s), or in an appropriate space based on safety and other facilities' considerations.
7. Undergraduate research, especially projects involving a significant number of students, should be provided with suitable space whenever possible. Suitable space, as opposed to individual desks, means space efficiently shared with other undergraduate and/or graduate students.
8. It is expected that personal computing equipment be integrated into a researcher's desk area. Larger computing clusters or specialized computing equipment could be located elsewhere.
9. It is acceptable to have meeting space in labs which are shared by faculty.
10. Unheated and/or unlit space, pooled across faculty, should be used for long-term storage of equipment. Laboratories should not be used for long-term storage.
11. It is up to the faculty to use efficiently the space they are provided. Significant unused areas of laboratories, even if occupied with furniture and/or equipment, are assignable to faculty who need more space.
12. For joint faculty appointment, the majority department should be responsible for the faculty's research space, unless a special arrangement is made at the time of the appointment.
13. The benefits and costs of special equipment and facilities should be, whenever possible, shared by all faculty and students.

## **2.2 Departmental Teaching Space**

1. At any time, the number of students in the lab should conform to fire and electric safety codes for labs.
2. Space should be provided for Teaching Assistants to meet with their students (during office hours) in a manner that does not interfere with other activities.
3. Space should be available for tutoring activities.
4. Allocation of space for teaching labs must consider equipment size and requirements, and any special needs.
5. Space will be allocated to allow for easy access to technical staff and maintenance of labs.
6. Space allocation for experiments shall be based on no more than three students per bench.
7. Labs offered in multiple quarters and several times per week should have a dedicated lab space during the scheduled lab time.
8. Lab consolidation for multiple courses is encouraged subject to compatible usage.
9. Labs used only part time for instruction should accommodate other compatible activities to achieve full utilization of the space.
10. Students working on projects, including undergraduate research projects, should be given flexible access to labs.
11. Flexible access to labs is encouraged provided that (a) total number of students does not exceed fire and safety limits, (b) equipment used do not pose electrical, chemical or mechanical hazards, and (c) regularly scheduled lab sections have priority for lab space.

## **2.3 Shared Research/Teaching Space**

1. Labs used only part time for instruction should accommodate other compatible activities to achieve full utilization of space.

## **2.4 Faculty Offices**

1. Tenure-track, Research, and WOT Faculty (all ranks, including significant joint appointments). Each faculty is assigned one office. There is no preference or difference based on rank.
2. Research Scientists are assigned shared offices. There is no preference or difference based on rank. Single-office assignment to an individual is also an option.
3. Research Associate, Post-docs should be accommodated in the research lab by the sponsoring faculty. If there is a lack of space in the research lab, shared offices can be considered upon request.
4. Senior Lecturers with active full-time duties. Each Senior Lecturer with active full-time duties is assigned one office.
5. Visiting Faculty, Visiting Scientists, and Occasional Lecturers. It is acceptable to assign these individuals to shared offices. Single-office assignment to an individual is also an option.
6. Emeritus Faculty (all ranks). No space is automatically assigned, although a single common space may be allocated.
7. Adjunct and Affiliate Faculty. No space is normally assigned unless such individuals are teaching, in which case a shared office is acceptable.
8. Faculty are encouraged to use their offices for meetings when possible.
9. Faculty on leave. Faculty on extended leave away from the UW may not need access to a full office, and in such cases, the office may be re-assigned for other temporary use, in consultation with the faculty.

## **2.5 Staff, Support, and Administrative Space**

1. Staff are expected to share offices or have space in a common area, except in case of privacy requirements.
2. In a shared office or common area, individual privacy may be ensured in consultation with the occupant (e.g. placement of partitions, etc.)
3. A staff supervisor may or may not be assigned an individual office, depending on the supervisor's job characteristics and availability of space.
4. Proximity of technical staff and research staff to the facilities and the faculty they support is critical.
5. Shared space should be assigned to the student societies in the department.
6. Items in long-term or medium-term storage shall be stored off-campus or in other facilities unless frequent and/or immediate access is required. Storage items requiring frequent access shall be stored in on-campus space or in EECSE if space is available.
7. Vestibule areas are to be suitably equipped for small group meetings. Under the Department Chair's discretion, some or all of them may be placed under a reservation system to provide additional conference room resources.
8. Faculty are encouraged to use their offices for meetings when possible.
9. Regularly scheduled seminars and events should use university general assignment classrooms to reduce demands on conference rooms.

### **3. PROCESS TO IMPLEMENT GUIDELINES**

1. Guidelines are advisory to the Faculty and to the Department Chair. These guidelines are **not** intended to impose any rigid constraint on the Faculty or the Chair in specific space assignments.
2. In the event of disagreement over space assignments, the Chair and the Faculty (or a subset thereof) should resolve the disagreement via open discussions with interested parties. Resolutions should be communicated in an open manner. The Chair has the authority to make the final decision within the department.
3. Frequent space shuffling impacts continuity and stability, and should be avoided.
4. When possible, space assignment should accommodate adjacency. Adjacency may improve proximity to research laboratories and graduate students, enhance contact between colleagues with similar interests, and address issues associated with individual disabilities.
5. The space committee should be informed and consulted for any significant space commitment to incoming new faculty.
6. Space allocation must conform to applicable health and safety standards, and other facilities regulations.
7. In a shared office or common area, appropriate security must be provided to protect files, computer access, etc.
8. Exceptions to the guidelines should be noted during the implementation process so that future revisions can use this record to improve the guidelines. Usage of space should be more visible to all faculty and staff to promote better understanding. A suggested mechanism is an annual space walk-through. The walk-through should be open to participation by interested faculty and staff, and should be advertised well in advance. Results of such space walk-through should be communicated to all faculty so that errors and misunderstandings can be corrected in a timely manner.
9. Requests for changes in space should be made in writing (email is acceptable) to the EE Space Committee or the Department Chair. The request should include information supporting the space request, as well as any functional requirements (e.g. fume hood).

### **4. PROCESS TO REVISE GUIDELINES**

1. The guideline document may be revised at the request of a collection of faculty and / or staff or of the department administration. A periodic review (e.g. every 3 years maximum) is suggested for possible revisions and improvement.
2. If a revision is desirable, a committee of faculty and staff should be appointed to study and recommend revisions to the Faculty and Department Chair.

### **5. SUPPORTING MATERIAL**

#### **5.1 Projections: Research and Teaching**

##### **5.1.1 Research projections**

While it may be tempting to project research growth by speculating which areas are growing in popularity, we will resist this temptation and instead go with these tendencies regarding research growth:

1. The most growth is normally seen in junior faculty's research programs.
2. A shrinkage of faculty members' research program is normally expected when faculty head toward administrative positions.
3. A considerable shrinkage of faculty members' research program is normally expected when faculty attain Emeritus status.
4. There are often exceptions to the above tendencies. Decisions should ultimately be made on a case-by-case basis.

We thus feel that the safest course for projection of growth over a two-year period is to simply plan to provide more space in the research areas of our newest faculty.

### **5.1.2 Teaching projections**

Adequate space must be provided for teaching laboratory facilities for EE courses. As much as possible, laboratory space should be shared by different courses, so that these rooms are used efficiently (all day, most days, each quarter). Safety issues (electrical, mechanical hazards, chemical) must be addressed by infrastructure, safety procedures and training.

Administrative decisions regarding the balance of space allocation between educational and research purposes are beyond the mandate of this committee.

# APPENDICES

## UW Health and Safety resources (links to existing sites) for laboratories

General web site: <http://www.ehs.washington.edu>

### Kinds of space

An extensive document describing space is found at the following UW university site:

[http://puff.opb.washington.edu/pnbdb/sims2/general\\_info/fepg.pdf](http://puff.opb.washington.edu/pnbdb/sims2/general_info/fepg.pdf)

### Metrics

When contemplating the merits of possible space assignments, the College has requested that the following be considered:

1. Annual degree production (awarded BS/MS/PhD degrees)
2. Annual direct cost expenditures per assigned square foot per PI
3. Annual indirect cost expenditures per assigned square foot per PI
4. Annual research productivity (quality of publications, society awards, etc.)
5. Annual technology transfer activity
6. Type of space use (wet lab, dry lab, computation lab, etc.)

Accurate construction of some of these metrics may be quite time consuming, and in some cases quite subjective, and not particularly clear. Thus, the metrics are to be taken as advisory, rather indicative of compulsory action.