Space is a limited resource and as such, must be managed responsibly and in a way that promotes advancement of the University’s mission. Responsibility for the management of academic/research space is given to designated units who oversee the space allocations within their respective unit. Units can be defined as schools, departments, research centers, and space management committees. Units are able to manage their space at their discretion, provided they follow the space principles and rules for allocating space.

**Space Principles**

- Space will be allocated and configured to foster the University's strategic goals.

- Existing space will be used to maximum functionality.

- Space will be allocated to promote collaboration. Faculty doing specialized work requiring similar functionality of space, equipment, and/or technical support (similar infrastructure needs) should have research space in close proximity to one another and share core facilities.

- Specialized space will be fully utilized before a duplicate is built.

- Instructional space will be fully utilized across the hours of the day and the days of the week in such a way to ensure their effective use yet not jeopardize specially designed instructional or research features where such features exist.

- All faculty and staff will be provided with a suitable working environment for the type of work they perform.

- No unit owns space, they oversee it. In circumstances where it appears these principles are not being followed, space will be subject to reassignment.

**Rules for Allocation Space**

A. Space assignments are subject to change, at any time. The administration reserves the right to reallocate space, as needed, to align with University priorities.
B. Space being used for functions lower than the infrastructure can support should be reassigned.

C. Space assignments should follow the SUNY space guidelines on square footage allowances.

D. All classrooms will be centrally scheduled and managed.

E. Class laboratories will be shared across discipline, where possible.

F. Shared use of conference rooms is encouraged.

G. Priority for assigning dedicated research space will be given to:
   1. Faculty with sustained research and scholarly and/or creative output (publications, concerts, performances, gallery exhibitions, etc.)
   2. Faculty whose research, scholarship, or creative endeavor is supported by current and/or pending external funding
   3. New faculty
   4. Faculty involved in nascent interdisciplinary research ventures
   5. Continuing faculty that require research space and internal support in order to provide the basis for grant-getting and publication. Research space that is not contributing to research and scholarly productivity is subject to reassignment, renovation and refurbishment to meet these priorities.

H. A faculty member’s laboratory should be located near other faculty doing similar research and when possible, in close proximity to the faculty member’s office.

I. Priority for assigning private offices goes to tenure/tenure track faculty and staff requiring a high level of privacy for working on confidential matters or meeting with students, staff, and others.

J. Shared/open office arrangements are encouraged.

K. When office space is provided for Emeritus faculty, they should be located in shared offices.

L. Space allocations will be reviewed by Academic/Research Space Planning Resources in conjunction with the academic program review cycle.
Process for Requesting Academic/Research Space

Colleges and schools are responsible for managing the space they are allocated. If a college or school cannot allocate space from within its current allocation, the dean should submit a space request form (available at http://provost.binghamton.edu/documents/space_request_form.doc) to Michelle Ponczek in the Academic/Research Space Planning Resources office. An Academic Affairs Space Management Committee, comprised of the Provost, Vice President for Research, Vice Provost for Strategic and Fiscal Planning, Associate Vice President for Research and director of Academic/Research Space Planning Resources will review requests and take appropriate action.

Rules for developing new research space, including constructing new space and renovating existing space

- New research space will be developed on a core facilities model
- Research space will be designed by type and flexible within type
- Specialized space will be fully utilized before a duplicate is built
- When feasible, new construction will be used to meet high functioning needs, existing space will be renovated to meet lower functioning needs.