

**Research Space Practices:
Space Utilization, Assessment & Assignment Practice**
Revised May 18, 2023

This long-standing practice addresses the assessment and assignment of research laboratories at UNLV. This practice establishes a priority order for research laboratory assignments and addresses research laboratory service areas and multiple laboratory assignments.

RESEARCH LABORATORY FACILITY UTILIZATION & ASSIGNMENT

Research laboratory space is a high-value asset for UNLV that needs to be assessed, allocated and reallocated in a reasonable and objective manner in order to support the University Strategic Research Objectives. UNLV needs to assess, allocate and reallocate UNLV research laboratory space resources to the research activities that are most productive and advance the University's mission in the most effective manner. For this reason, colleges will apply objective and 'value-based' criteria in the assessment, allocation and reallocation of laboratory space resources based on productivity metrics. These metrics may include sponsored research expenditures, scholarly publications, and sponsored research award history to determine the hierarchy of assignments to university research space. Research space will be reviewed on a regular and recurring basis with reports sent to the appropriate administrators (Chair, Director, Dean, VPR, Provost, etc.).

The oversight of research laboratory assignment and utilization is under the purview of the Dean for each College. Research laboratory facilities will be reassigned at the division and department levels whenever possible to maintain the integrity of units. In certain circumstances, it may be necessary to redistribute facilities between divisions and this will be done as fairly and equitably as possible. The University Space Committee may make recommendations at any time for space to be reassigned to another division. These recommendations are submitted to the Executive Director of Space Management who will consult with the Executive Vice President and Provost and/or President for a final decision.

For buildings that are managed by the Vice President for Research, space is allocated as part of the VPR Space Committee process. This process closely mirrors that of the University Space Committee. A space request is submitted by a Dean to the Executive Director of Research Infrastructure (EDRI). Current space allocations and utilization, as well as other metrics such as sponsored research expenditures, sponsored research activity and award history, and student support, advancement, and matriculation are used to support decisions. The EDRI will consult with the VPR Space Committee, AVP for Interdisciplinary Research Development, and the VPR to determine appropriate research lab space and faculty and GA office space allocations.

With the exception of space intended to be interdisciplinary, space assignments that disperse departments across buildings or floors should be considered temporary and every effort will be made to consolidate units as soon as space can be made available. The overall needs of the campus will take priority over the individual needs of the units.

Office Assignments

Full-time faculty can have an office near their research lab or in their department but not both. When possible, some type of shared workspace arrangement will be made available when working away from their office. The reassignment of multiple offices will be made at the division level or if necessary, considered by the University Space Committee for another unit.

Adjunct, Visiting, Emeritus and other part-time Faculty Space Assignment Guidelines

There is no entitlement to research space that accompanies these faculty. However, if space is available and an individual's activities justify it, the space assignment for this category of faculty should use the following criteria:

If the individual is actively involved in official activities of the University, space should be provided if available. Active is defined as contributing a significant amount to on-campus teaching, advising, or research/scholarly productivity.

The portion of space allocated should be proportional to the contribution to the department mission and research requirements of a PI's research grants. A shared research laboratory would be the standard practice for faculty members maintaining less than full time involvement and contribution.

If a faculty member's appointment or contribution is less than .25 FTE per week, no space should be provided unless a funded grant requires dedicated space. For all other types of space usually assigned to a faculty member (research laboratories, animal quarters, etc.,) the same criteria as above should apply.

The assignment of emeritus faculty research labs will be made at the division level. At any time, these research labs may be considered by the University Space Committee for another unit.