

Number: PPD - 0024
Subject: Allocation of Office, Laboratory, Work, and Storage Space
Responsible Office: Dean & Director

The Dean & Director of the Virginia Institute of Marine Science (VIMS) allocates office, laboratory, storage and other work spaces, whether inside or outside. To assist with this task, the Dean & Director has established the Advisory Committee on Space Allocation and Utilization (the Space Committee). In most circumstances, the Director of the Eastern Shore Laboratory will manage the allocation of space at that facility.

The Associate Dean of Research and Advisory Service (ADRAS) serves as Chair of the Space Committee. The other members of the Space Committee are the Chairs of the (academic and research) sections, the heads of the major Research Centers, the Director for Safety and Environmental Programs, and the Director of Facilities Management.

The Space Committee will meet as needed and will advise the Dean & Director on major issues related to the utilization and allocation of space. In general, minor changes within a unit that result in no net change in the amount of space utilized by the unit, *e.g.* swapping offices, do not require action by the Space Committee. Approval of such actions is the domain of the appropriate unit head. At its discretion, the Space Committee may review the utilization of any area and, if appropriate, recommend changes. If all parties affected by any actions of the Space Committee are in agreement, the action can go forward without further deliberation. If any party affected by the proposed action disagrees with the recommendation of the Space Committee, the Chair of the Committee will forward the matter to the Dean & Director for resolution.

Because space is a limited resource and the demands for that resource vary over time, the following guidelines are established to assist with the equitable allocation of space.

Laboratory, storage, office, and other work space vacated by a faculty member or researcher who departs VIMS is to be considered part of a common pool of such spaces to be administered by the Dean & Director with the advice of the Space Committee. Specifically, the vacated areas should not be considered to be held by the unit of the departed employee for a replacement. Requests for short-term use of the vacated space should be brought to the Space Committee through the appropriate member. Eventual disposition of the vacated area will be determined subsequent to decisions about new hires.

All storage space whether indoors or outdoors is allocated for terms not to exceed two years. Requests to use or continue to use storage areas should be brought to the Space Committee through the appropriate member.

All storage areas whether inside or outside, and laboratories should be clearly labeled with the name of the faculty member or researcher responsible for the space and basic contact information should it be necessary to contact someone about that space.

Effective Date: June 1, 2010
Updates: September 2023
Under Review August – October 2024