I. 7.8.1 Research Space Allocation

Chapter 7 - Research and Sponsored Programs	Original Effective Date: June 2006
Section: 7.8 Space Allocation	Date Last Reviewed: January 2022
Responsible Entity: Senior Executive Vice President for Research and Innovation	Date Last Revised: January 2022

II. Purpose

Enhancing the success of UT Health San Antonio (university) in all of its missions requires optimal utilization of institutional assets. One such asset is the space that the university provides to its research community. It is imperative that the university appropriately manage space in order to augment the institution's overall success in the biosciences. Comparison to the institution's peers is also important as a measure of success and accountability. The purpose of this policy is to promote fairness across the schools for optimal research space utilization.

III. Scope

This policy applies to all deans, chairs, center/institute directors, and equivalents responsible for approving research space requests and ensuring the space is being utilized effectively.

IV. Policy

A. Guiding Principles

1. The effective utilization of research space at UT Health San Antonio is the ultimate responsibility of the Board of Regents of the University of Texas System with the president as the "landlord". The president has delegated authority for the management of space to the senior executive vice president/chief operating officer (SVP/COO), who in turn has delegated the coordination of research space to the vice president for research (VPR). However, it is the responsibility of deans, chairs and center/institute directors to ensure that space is being used optimally.
2. A research space productivity index (RSPI), which measures previous fiscal year total awards, divided by assignable square feet of wet bench research space, will be based on the institutional mean, and calculated annually. The current wet bench target RSPI is $250/square foot of wet bench research space. This target RSPI applies to all Schools and includes only wet bench space assigned to individual faculty. Unassigned wet benches and core facilities are not included in the RSPI calculation.

3. If an investigator/department/school/center/institute is more than 20% below the target RSPI (excluding newly funded or newly recruited investigators and new research programs), the space will be considered underutilized.
4. Space allocated to newly hired assistant professors, focusing on research, will not be held accountable to the RSPI for the first three years of their appointment provided that grants are being submitted.
5. Space allocated to assistant professors hired to be clinician/scientists, engaging in patient care, clinical teaching as well as research will be given five years from their appointment to reach the RSPI provided grants are being submitted.
6. New faculty hired at the associate professor and professor levels are expected to be at 50% of the RSPI upon hire and have two years to reach the target RSPI.
7. Requests for new space should be submitted in accordance with the Handbook of Operating Policies (HOP) 9.1.1 Space Management.
8. The SVP/CCO will only adjudicate space disputes between deans under exceptional circumstances.
9. The RSPI will be used as part of the annual evaluations of chairs and center/institute directors by their respective deans.

B. Reassignment of Underutilized Space

1. Underutilized space will be reviewed by the appropriate dean. Wet bench research space that is consistently underutilized beyond the timeframes outlined above may revert to the respective dean for reassignment. The dean has the option of reassigning space to highly productive faculty or recruits. Chairs wishing to retain the underutilized space beyond the timeframes above must submit a written request to the dean, detailing the needs for the space and a reasonable timeline to reach RSPI utilization. It is important to note that the RSPI calculation may not be the final determinant of space reallocation; however, it provides an important first step in the evaluation process. Additional determinants may include expenditure data, grant submissions, publications, and patents.
2. Space priority should be given to investigators who have sustained funding 30% above the target RSPI and/or newly funded investigators and new recruits. Reassignment of underutilized research space assigned to individual investigators will ordinarily occur according to the following schedule:
    a. Investigators occupying research space who are not actively engaged in research (no funding) will be given six months from the time funding is lost to submit new grant proposals. If this does not occur, then the space is available to be reassigned to the office of the appropriate dean/chair at their discretion.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

HOP 9.1.1 Space Management

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
06/2006	Policy Origination		
05/2106	Policy Revision		
09/2021	Policy Revision	VPR/ICPO	09/21/21
01/2022	Policy Revision	VPR/ICPO	01/21/22