

Research Space Allocation Policy

One of the duties of the department head is to ensure that laboratory space and other departmental facilities are used in ways that support the research mission of the Department of Biology and maximize our overall research success. Therefore, the department head will conduct a yearly review of laboratory use and needs of all research programs and make adjustments in space assignments as required to ensure the overall success of our research mission.

While every attempt will be made to provide faculty members with space to carry out their scholarly activities, when the demands for research space exceed the available space, priority for space allocation will be given to faculty members with productive research programs, as measured by external research grants, refereed publications or similar evidence of scholarship, and the number of supported research personnel.

Faculty members may make written requests for additional research space to the department head. Each request shall include:

- The programmatic need for additional space
- The steps already taken to address these programmatic needs within the current space allocation
- The source(s) of funding for the program, including new funding that might have precipitated the need for more space

If the programmatic need cannot be met within existing facilities, reallocation of research space will be considered.