1 Preamble

This document establishes the policies and priorities for allocating space at The City College and the responsibilities of all parties. The goal is to make the best use of our facilities to support teaching and research, to provide the College with policies that allow optimal planning, and to inform the College community of the procedures and responsibilities that come with using space at The City College. These guidelines have been created in consultation with the Faculty Senate Resource Committee, with input from President’s Designees refers to both Sr. Vice Presidents: the Provost and the Chief Operating Officer. The term ‘Unit’ refers to the final academic unit, administrative unit, or other unit that assigns space. Thus Unit refers to a Center, a Department, an Office, etc. but not to an individual. The term ‘specialized instructional space’ refers to any or all of the following: instructional laboratories, performance space, computer rooms and rooms with other specialized equipment.

2 General Allocation Guidelines

The objective of these guidelines is to define space allocation policies that will

(a) govern equitable and optimal space allocation among the research and teaching programs, the administrative units, and the student facilities of the College.

(b) provide the ability to respond fairly and effectively to meet current and future needs and
(c) ensure the health and safety of faculty, staff, and students at the College.

2.1 Authority

1. All allocation of space at the College is under the jurisdiction of the College’s President. The President may designate the Provost to act for him with regard to space allocation for Academic Affairs and the Chief Operating Officer to act for him with regard to space allocation for non-academic areas, subject without qualification to the President’s authority to act independently. Any person so authorized shall report on space allocation to the President.

2. The Faculty Senate College Wide Resource Committee will continue to evaluate inquiries related to space allocation for academic purposes from any party, and will make recommendations to the President on issues relating to academic space as needed. The Assistant Vice President for Facilities will serve in a comparable advisory capacity for issues related to the allocation of space for non-academic areas and the Vice President for Student Affairs will serve in a comparable advisory capacity for issues related to the allocation of spaces for students.

3. Appeals for reconsideration of space allocation decisions are first to be made to the head of the Unit, and then to the President’s Designees. If the results are unsatisfactory, an appeal may be made to the President, who will, in a timely manner, appoint an independent advisory panel, agreed to by all parties concerned, to hear the appeal and make recommendations to the President.

4. Each Unit will designate a Space Coordinator who will be responsible for overseeing and reporting on the utilization of its space. For academic units, this person will usually be the department chair or, for shared facilities, the person in charge of the facility.

2.2 Responsibilities

1. The President will ensure equitable and optimal space allocation among the research and teaching programs, the administrative units, and the
student facilities to meet current and future needs and to satisfy health, safety, and legal requirements.

2. The Chief Operating Officer will establish and maintain an accurate, publicly available inventory of types of space within the College and how it has been allocated within the College. This inventory shall be in a form that easily allows reports of various types of space to be made.

3. The Space Coordinator of a Unit is responsible for maintaining a safe and healthy environment in the allocated space and for proper inventory and disposal of equipment, furniture and possible hazardous material. The Space Coordinator shall maintain a space bank of available space allocated to that Unit. The Space Coordinator of a Unit shall report biennially, or at the end of use, whichever is earlier, an accurate inventory of its allocated space to the Chief Operating Officer. The Unit may lose the affected space or its right to future space for any gross inaccuracies involving more than 10% of its allocated space.

2.3 Policies

1. Health and safety considerations are paramount and must be clearly identified.

2. Although historical uses of space may be considered in planning, current needs will take priority. Consequently all interior and exterior spaces, regardless of their current use, occupants, or the period of time the spaces have been occupied or used by the incumbent, are subject to allocation by these guidelines.

3. Each unit of the college will be guaranteed the minimum amount of space and the facilities necessary for its programmatic mission or function.

4. When space is to be reallocated, all affected parties will be given written notice and consulted beforehand. They will receive ample time to study the impact and submit statements to their respective Dean or Provost and then appeal to the President. Any such appeals must be done in a timely manner. If necessary, help must be provided to carry out a move.
5. Allocation of space for any purpose at the College will respect the needs of the disabled.

6. Requests for significant space must include a management plan before allocation.

3 Academic Affairs spaces

The objective in the allocation of space for academic affairs is to maximize the effective and efficient use of instructional facilities and to maximize the amount of current and planned research activity that can be accomplished.

3.1 Authority

1. The Provost, as the President’s Designee, will have authority for space allocation related to academic affairs. This authority shall be exercised through the Registrar, the Deans of the Divisions and Schools of The City College, and, for those programs reporting directly to the Provost, the Provost. The Deans shall allocate space as needed to Departments and other units in their Division or School.

3.2 Responsibilities

1. The Chair of a Department will allocate individual office space for its faculty.

2. The Registrar’s Office will assign instructional spaces for classrooms and lecture halls, except for specialized instructional space.

3. A Unit will schedule and maintain the use of its specialized instructional space.

4. The Space Coordinator will develop and maintain a safety check list for any space used, whether for instruction or research, that involve hazardous materials or conditions. Examples of required safety check list items are properly labeled chemicals, emergency procedures, nearby working water fountains, working exhaust fans, smoke detectors, etc. The Space Coordinator will be responsible for posting this list and
informing people using the space of the necessary health and safety requirements.

3.3 Priorities

1. Spaces designated for research are allocated by the Unit to faculty members according to the following criteria, listed in priority order:
   
   (a) Full-time faculty with external funding
   (b) New full-time faculty
   (c) Research-active full-time faculty as indicated by publications, invited addresses, or other appropriate evidence but who are not currently funded
   (d) Research-active emeritus or part-time faculty

2. Wherever possible, space for research laboratories will be given priority over space for uses such as unnecessary faculty offices or private conference rooms, provided the research use is consistent with the policies expressed in 2.4.1.4. Any such space should be converted back to laboratory space in preference to denying research active, but unfunded, faculty members in any Department laboratory space to do their work. Similarly, laboratory spaces occupied by faculty who no longer have sufficient research productivity should be reassigned as needed in preference to removing research-active faculty from their spaces.

3.4 Policies

3.4.1 General

1. Each academic unit or department will be guaranteed sufficient space to carry out its mission including, as necessary, offices, reception area, equipment areas (such as fax, copier, computers, printers), and supply storage.

2. Adequate storage space will be provided in department offices to keep office supplies, department files and required records, etc. Spaces designated for instructional purposes or for the function of operating units cannot be used for storage beyond materials needed frequently for routine functions.
3. Wherever possible, groups with similar interests and/or who need access to specialized equipment will be grouped together. Thus people with similar research interests will, as much as possible, receive space in close proximity to each other to facilitate interaction and use of common equipment, and people in the same unit will be clustered together rather than being split into different areas.

4. Space required for funded institutional programs and individual grants must be identified and approved by the Provost on the transmittal sheet at the time of the funding application.

5. New faculty who will require space in addition to an office to establish their research program must have space identified for their needs before an offer of appointment may be made. Notice of necessary renovations or reconfigurations must be given to the Chief Operating Officer as soon as an offer is accepted.

3.4.2 Office space for faculty

1. All full-time faculty will be assigned an office in which they are expected to meet with students and colleagues. Faculty members with responsibilities in more than one department within the College are not entitled to two offices. Upon justification, they may be assigned shared space in their secondary department.

2. All part-time teaching faculty will be provided with shared space in which to hold office hours with students.

3. Emeritus faculty may retain their offices on a space-available basis provided they are still contributing to the campus by teaching, performing research or providing administrative support for academic programs. Each year they must obtain a letter listing their expected contribution from their Department Chair in order to retain their office space. If they are not performing these activities, they will be expected to relinquish their offices within 6 months of retirement.

4. An academic Unit will retain office space vacated by faculty through attrition unless space is needed by other units.
3.4.3 Instructional Space

The objective of allocation for instruction space is to ensure adequate classrooms for general as well as specialized instruction to satisfy the instructional needs of the College.

1. Instructional space cannot be converted from regularly scheduled classroom use to other purposes without the approval of the Provost.

2. Any occasional single use of instructional spaces other than specialized instructional space for non-instructional purposes must have prior permission from the Registrar. In the case of specialized instructional space, permission must be granted by the Unit to whom the space is assigned.

3. Designated storage space must be identified close to any instructional laboratory in the sciences and engineering that requires rotating equipment setups for instructional purposes.

3.4.4 Research Space

The objective of allocation for research space is to encourage and support faculty research by providing designated long-term, high-quality space for laboratories, seminars and research conferences.

1. Research space will be assigned by Units, who will be directly accountable to their Deans, for usage under the guidelines established above.

2. The Deans will establish procedures to allow faculty members who experience a loss of external funding to maintain their laboratory space for a period of up to five academic years while they pursue new external support.

3. The amount of space allotted to any research-active faculty is not fixed and may be reduced or expanded as needed over time. The absolute amount of space assigned to any faculty member must be carefully justified on the basis of current need, not the historical amounts of space that have been commonly assigned to faculty in a particular unit. Current research activity must be demonstrated by grants, recent publications, grant applications, etc.
4. Emeritus faculty may retain research space to complete their obligations to granting agencies, etc, but must relinquish it after these obligations are completed.

4 Operating Unit Spaces

The objective of allocation space for operating units is . . .

4.1 Authority

1. Spaces used for the functions of all units that report to the Chief Operating Officer will be allocated by the Chief Operating Officer.

4.2 Responsibilities

1. Physical Plant Services will prepare and advertise a College wide policy for

   disposal of items that are no longer needed.

4.3 Priorities

The criteria for allocations are:

1. Adequacy in the amount of space to carry out the mandated responsibilities of the unit.

2. 3.3.2. Convenience to the population served by the unit.

3. 3.3.3. Convenience of communication between related units.

4. 3.3.4. Technical considerations, such as temperature controls for equipment, wire service for phones and computers.

5. 3.3.5. Cost and time for remodeling or conversion.
4.4 Policies

1. The Physical Plant Services which oversees the College trash removal system will be given adequate temporary space to hold reusable furniture and equipment, supplies as well as other discarded items until their final removal from the College.

5 Safety and Environment Concerns

The use of all College space must be done in a healthy and safe manner and follow all safety and environmental regulations contained in federal, state, and local laws. Discarded equipment and furniture in hallways are not only unsightly but may block vital exit routes in case of emergencies. The objective of the policies below is to provide the College community with the safest possible surroundings to carry out daily work.

5.1 Authority

1. The Physical Plant Services will supervise general trash removal and removal of specific types of equipment and large furniture.

2. The College’s Health and Safety Director and the Radiation Safety Director will supervise the purchase requirements, labeling, handling, storage, reporting, recording, and disposal of all hazardous material.

3. The Institutional Animal Care and Use Committee (IACUC), the National Institute of Health (NIH) and the federal, state, and local laws set the guidelines for research institutions on animal care and use.

5.2 Responsibilities

1. Each Unit will have its unused furniture and equipment, supplies, and other discarded items removed promptly through the College’s trash removal system. Obsolete and/or non-functional equipment must be documented on the appropriate form if it has a City College inventory sticker. (NB: Computer monitors, old compressors, etc. must be treated as Hazardous Waste.) Physical Plant Services should be contacted for the policy and procedure on trash removal for specific types of equipment.
2. All Units that use or store hazardous materials will follow the procedures specified by the College’s Health and Safety Director and/or the Radiation Safety Director for the purchase requirements, labeling, handling, storage, reporting, recording, and disposal of such materials. No person, acting as an individual, may remove hazardous material from the campus, nor bring hazardous material on campus.

3. All Units with animal facilities will follow the procedures for their maintenance, techniques for handling animals, and disposal of dead animals as specified by NIH guidelines, federal, state and city laws. Access to animal facilities is restricted to authorized personnel. Addition or removal of animals to the facility will follow the protocols approved by the IACUC.

5.3 Policies

1. Research laboratories that handle and/or generate hazardous material will have designated special space that can safely store such material before use, and also after use until final disposal.

2. Lab equipment that becomes obsolete will be removed and disposed of in a timely manner according to College procedures.