

## IE DEPARTMENT

## UW-MADISON

		Procedure Number IEP 03.1
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Subject:  <b>Request For and Assignments of IE Space</b>		Date Issued February 15, 2002
		Supersedes None
Written by: IE Chair	Approved by: IE Faculty	Review/Approved Date February 15, 2002

### **1. Purpose:**

The purpose of this procedure is to define the general policies, guidelines, and steps that the IE Department follows in addressing requests for and the assignment of IE Department space to IE Faculty, IE staff and other associated IE groups/personnel in order to support the teaching and research mission of the Department.

### **2. Scope:**

This procedure applies to IE Chair, IE Faculty, IE support staff and other associated IE groups/personnel who are working on IE related activities to be carried out in campus space assigned to and under the control of the IE Department. This procedure does not include the assignment of classroom and/or laboratory space directly associated with the teaching of formal (timetable) classes.

### **3. Related Procedures and Other Documentation:**

<u>Procedure No.</u>	<u>Description of Procedure</u>
None	

#### Other Documents

UW-Madison Space Policies & Procedure: Space "Ownership"  
(<http://www.fpm.wisc.edu/smo/policies.htm#OWNERSHIP>)

### **4. Policy and Guidelines:**

- 4.1 Under UW-Madison Faculty Policies and Procedures 5.11, the assignment of space to IE Faculty is determined by the IE Departmental Faculty. The IE Department Chair is the agent of the departmental faculty for all purposes discussed in this document. References in the remainder of this document are to the Chair in that capacity.
- 4.2 The assignment of office space to IE Faculty is determined by the IE Chair on the basis of availability, demonstrated need, and a priority whereby preference is given to full-time IE Faculty based on rank and on seniority within rank. It is the intent that all full-time IE Faculty will have an assigned private office for their use in conducting their duties.
- 4.3 The assignment of "research laboratory" space to IE Faculty for use with their students and research activities is determined by the IE Chair on the basis of the amount of space needed to conduct their research activities, the availability of space, and a priority whereby preference is given to IE Faculty based on the amount of their research funding brought directly into the IE Department.

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- 4.3.1 The IE Department does not have a commitment for providing laboratory space for conducting unfunded research and/or for unfunded students. Students on external fellowships or similar funds, such as NSF Fellows, are not considered to be “unfunded.” They may or may not be assigned space, depending on various factors including availability.
- 4.3.2 The IE Department will provide an initial (seed) amount of laboratory space to all new faculty hires to support them in the establishment of a viable funded research program. Any requests for additional space will be governed by this procedure.
- 4.3.3 Some unassigned laboratory space may be maintained for the purpose of faculty recruitment and new faculty hires.
- 4.3.4 New funded research initiatives will be given priority consideration for additional laboratory space.
- 4.3.5 The IE Faculty member is responsible for using their assigned research laboratory space in an efficient and productive manner, and determining the assignment of students to this space.
- 4.4 It is the responsibility of the IE Chair to ensure that IE space is assigned according to the policies and procedures defined here in, and in a manner that is equitable and in the best interests of the IE department.
- 4.5 The request for and assignment of IE space to department-lead research centers will be considered as IE “research laboratory” space and governed by the policies and procedures defined here in.
- 4.6 The request for and assignment of IE space to emeritus faculty, lecturers, or other non-faculty people teaching for us will be considered, and space could be assigned to them if available, depending on the department’s needs.

**NOTE 1:** This document recognizes the fact that *"ownership and occupancy rights" of all campus space rest with the Board of Regents. Current users or occupants do not "own" the space, nor can they solely control the use or conversion of campus space.*" (See reference above.)

**NOTE 2:** Full-time IE Faculty means those faculty members with a 50% or greater FTE and tenure home in the IE Department.

## **5. Procedure:**

### **New Hire Space Allocations**

- 5.1 At the time an offer letter is being prepared for a new hire, the IE Chair, often with consultation with the area group personnel, determines an appropriate assignment of space for the new hire’s office and research laboratory. The IE Chair documents this determination on the **Request For College Of Engineering Faculty Start-Up Funding Form**, and submits it to the CoE and the Graduate School.

**NOTE 3:** The initial determination of office and research laboratory space assignments may differ from the actual space assigned in some cases, particularly in cases where the new faculty hire does not join the faculty immediately and the IE department’s space needs and other space allocations change in the interim.

- 5.2 When the new IE Faculty hire arrives to begin his or her duties, the IE Chair, often in conjunction with the IE Department Administrator, makes the final determination and assignment of the office and laboratory space to the new hire, and supports the new hire in getting a suitable infrastructure of office furniture and communication equipment in place.

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- 5.2.1 If the assignment of space involves space currently assigned and/or occupied, then go to step 5.7; otherwise End of Procedure.

**Requests for New and/or Additional Space**

- 5.3 An IE Faculty member, IE support staff, and/or other associated IE groups/personnel may request new and/or additional space at any time by contacting the IE Chair to discuss their needs for and justification of the requested space.
- 5.4 The IE Chair reviews the request based on the information presented by the requestor and the policies and guidelines defined in Section 4 of this procedure, and informs the requestor of the decision, ideally within 5 working days or less.
- 5.4.1 If the decision is to approve the request, then go to step 5.6.  
5.4.2 If the decision is to not approve the request, then go to step 5.5.
- 5.5 The IE Chair informs the requestor of the reasons that the request space cannot be assigned at this time, and works with the requestor when appropriate to find alternative solutions. Return to step 5.3 if appropriate, otherwise End of Procedure.
- 5.6 The IE Chair informs the requestor that the requested space will be assigned to them, and works with the requestor to establish an appropriate time schedule to begin occupying the space.
- 5.6.1 If the assignment of space involves space currently assigned and/or occupied, then go to step 5.7; otherwise End of Procedure.

**Evaluation and Reallocation of Currently Assigned and/or Occupied Space**

- 5.7 Prior to the start of each semester, or when appropriate, the IE Chair reviews the space assigned to IE Faculty, IE support staff and other associated IE groups/personnel who are working on IE related activities, and works to determine the relative degree of utilization and justification for the currently assigned and/or occupied space based on the policies and guidelines defined in Section 4 of this procedure.
- 5.7.1 If there is a need to reallocate currently assigned and/or occupied space from one person/group to another, then go to step 5.8; otherwise End of Procedure.
- 5.8 The IE Chair identifies the most underutilized and unjustified space currently assigned, informs the person/group to which the space is currently assigned, and requests that the current holder make plans to vacate some or all the space by an agreed upon date to allow the reassignment of the space.
- 5.9 The person/group who were requested to vacate the space execute the request by the agreed upon date, or are vacated by University movers.

END OF PROCEDURE