

Sanford Consortium Space Committee, 2020-21

Space Committee Membership

Gene Yeo, Chair, 3rd Floor Rep (through 9/30/21)
Rob Wechsler-Reya, 2nd Floor Rep (through 9/30/22)
Karen Christman, 1st Floor Rep (through 9/30/23)
Kun-Lian Guan, 4th Floor Rep (through 9/30/24)

1. Summary of Committee Charge

With the goal of advancing scientific progress and collaboration, the Sanford Consortium Space Committee monitors laboratory and office space utilization, including linear equipment rooms, addresses *ad hoc* space issues that occasionally arise, and provides recommendations to the Scientific Steering Committee pertaining to space allocations and policies. Consequently, Space Committee members regularly interact with resident faculty colleagues to understand and support their program objectives through appropriate space assignments.

2. Term of Appointment

Each member of the Space Committee is selected to represent one of the four floors in the building, and is expected to serve for a four-year period. During the last year of any given member's service on the Committee, he/she shall be responsible for recruiting a successor. In addition, on an annual basis, the Space Committee shall select one of its members to serve as Chair for a one-or -two-year period. In the event that a member resigns from the Committee prior to completing a full term, the Chair shall recruit a new member to fill the vacated position and inform the Scientific Steering Committee.

3. Space Guidelines

- a) Desks and benches are the primary units of space. Ordinarily each full-time lab researcher is entitled to one desk/bench in lab spaces.
- b) One module (two bays) is operationally defined as comprising eight desks and eight benches.
- c) Since each member institution funds expenses associated with space, and proposed reallocations of laboratory space from one institution to another require the agreement of the affected Governing Board members.
- d) Support space allocations shall promote sharing, productivity, and efficiency.
- e) Each member of the Space Committee is expected to meet periodically with the Principal Investigators on their respective floors to: ensure effective space utilization, and promote the appropriate sharing of equipment and material resources.
- f) Activities in break rooms must conform to Environment, Health, & Safety regulations.

g) Exterior office pods shall be allocated according to the following priority order:

1. Resident tenured track faculty or institutional equivalents;
2. Resident non-tenure track faculty or institutional equivalents; and
3. Senior staff or non-resident faculty, including visiting scholars, participating in collaborative projects.

Pod office allocations approved for individuals named in priorities 2 and 3 are temporary and subject to reassignment.

h) Occupants of newly allocated space shall fund all capital expenses incurred upon occupancy, including, but not limited to renovation, technology, infrastructure improvements, moving and furniture costs. Furniture and other equipment acquisitions should be processed in accordance with policies and procedures promulgated by each Principal Investigator's home institution.

4. Summary of Space Call and Reassignment Process

When space in the Sanford Consortium becomes available through the departure of a Principal Investigator or downsizing of a PI's laboratory, an open call is sent to faculty and leaders at the member institutions inviting applications to occupy the subject space. The Space Committee reviews applications received and makes recommendations to the Scientific Steering Committee based on the following criteria: quality of the proposed scientific program, fit with the mission and objectives of the Sanford Consortium, and potential for collaborations with PIs in Sanford Consortium. Priority is assigned to PIs who have been selected for faculty appointments following a national search by their associated member institutions, and whose home institutions have agreed to cover the costs of the space.