

School of Earth Sciences Space Allocation Principles and Guidelines

The purpose for documenting the School of Earth Sciences space allocation principles and guidelines is to provide guidance that helps ensure that our space is used and allocated in a efficient and equitable way and that is, to the extent possible, consistent with university guidelines.

Space in SES is assigned by the Dean to applicable departments/programs/units in order to meet teaching and research requirements. As the school's needs and priorities shift, space may be reassigned by the Dean to meet the school's most critical needs. Some of the most compelling reasons for reassigning space include new faculty hires, new initiatives, programmatic change, temporary need for surge space, and changed teaching or research requirements.

SES Space Allocation Principles

1. University Space Guidelines: All SES units must adhere to the extent possible to the University's Space Guidelines. These guidelines are accessible from the following website: http://lbre.stanford.edu/cap_plan/guidelines
2. Vacant Space: Unused space within SES buildings will be held by the Dean for future allocations. In addition, space cannot be repurposed without approval from the Dean. For example, a faculty office that is vacated after a retirement cannot be allocated to staff or students without Dean's approval.
3. Changes to Space: Any alterations to space (converting from one purpose to another or making physical changes) must be approved by the Dean prior to any changes.
4. Growth: No unit should *assume* that space allocation increases will be possible. Within each unit, space for new initiatives will either have to be balanced by reductions in other activities or requested (with a strong case for growth) to the Dean.
5. Student and Visitor Space: Graduate student and visitor spaces are neither owned by a faculty member nor a department/unit. Graduate student space is considered a community resource. It is a goal to locate graduate students in close proximity to faculty offices and/or their research space, wherever possible. However, to most efficiently use all available space, graduate students from different units/groups may be asked to share suites/offices.
6. Conference/Classrooms Space: All conference and classroom space is considered a community resource across the school, although some units may have priority over certain teaching spaces due to specialized needs
7. Flexibility: Space is a limited resource in SES so maintaining flexibility in how we use our space should be a significant factor in all space decisions.
8. Typical space allocations to members of the SES community, and exceptions to those allocations, are presented in the 'guidelines' section below and should be used by all departments/units in day-to-day space allocation decisions

These SES Space Allocation Principles address the most common space issues that tend to arise. Recognizing that no guidelines can articulate all possible scenarios, the Dean will review and resolve situations not addressed here within, drawing on the advice and expertise of the SES Space Committee and staff. Moreover, it is likely that these principles and guidelines will change over time

based on practical experience and changing circumstances, so they will be reconsidered and updated as necessary over time.

SES Space Allocation Guidelines

(These are guidelines that make sense relative to the particular configuration of SES buildings; following them should allow us to meet the university guidelines.)

Faculty offices

Faculty are assigned a single office of approximately 170-220 sq ft (SES building average is 189sf, university standard is 160 nsf + 15% buffer)

Exceptions

Faculty members with roles as Department or Program Chairs can be assigned a second administrative office (not encouraged if two offices are in same building)

Faculty members with joint appointments outside the School may be assigned a single faculty office within the school

Emeritus Faculty

If space is available, emeritus faculty may remain in their office for one year after retirement and may be assigned a shared office (of around 90 sq ft space per emeritus) thereafter as long as they remain active (teach, advise, and utilize the space). If retiring under FRIP, faculty may retain his/her single office during the recall period only.

Research Staff

Research Staff generally share office spaces (2 per a typical 170-220 sq ft office)

Administrative, Programmatic, Technical Staff

Administrative staff generally share office spaces (2-3 per a typical 170-220 sq ft office) but may also have private offices of smaller size (100 nsf).

Management staff, because of the nature of their work, may be allowed a single office. In SES, department managers and IDP staff associate directors are expected to have a single office (in the 100-150 nsf range), but other staff are not. Student services staff may request private offices. This can be accommodated where possible, but offices should be no more than 100 nsf in those cases. Where this is not possible, a small conference room should be identified to facilitate confidential conversations.

Graduate Students

Graduate student offices are shared spaces. Graduate students in good standing typically are assigned approximately 45 sq ft. (In typical offices in Green, Mitchell, Braun and Y2E2, there are 4 graduate students per offices.) Vacant seats in offices should be filled with other graduate students, visitors, or post docs, even if not all from the same lab group.

Upon graduation, students should plan to vacate their space quickly. Space permitting, student may retain their space for up to 3 months after graduation. Personal belongings, including research materials, should not be left behind. Departments may store students' materials for up to 6 months, at which time it will either be disposed of or shipped to the student if he/she has requested it.

When space is limited, office space should not be allocated to students who are away from campus for more than one quarter (e.g., on leave, conducting research at a off-campus

location, etc.). They would be expected to pack up their property for storage before departing.

Post docs

Post docs are expected to be in shared spaces, (typically 2-3 per 180-220 sq ft office??), sometimes sharing with students or visitors as required.

When space is limited, for equity goals, departments may need to balance post doc - graduate student ratios, in order to achieve parity across the school.

Visitors

SES has many different kinds of visitors, not all of whom should be assigned permanent space. Visitors who have **official visiting professor status** (or consulting professors, if in residence) for two months or more may be assigned a shared office.

Visiting scholars or others who come only occasionally, or for weeks to a few months may be given a desk to use if space is not limited.

When space is limited, for equity reasons departments should limit visitor numbers (at any one time) to approximately 40% of their faculty size. (University guidelines allow the 40% proportion but include both visitors and emeriti.)

Consulting Professors and Lecturers

Consulting professors and short-term (e.g. 1 quarter) lecturers are typically not given permanent office space, although shared space may be allocated only during a quarter in which they are actively teaching, assuming space is not limited.

Exceptions

Persons hired in more or less permanent, long-term lecturer positions may have shared office spaces (typically 2 per office).

Senior Lecturers should have single offices as typical of faculty (e.g., Julie Kennedy)

Space Assignment Prioritization

SES cannot guarantee that space will always be available for all community members. In cases where space is limited, the following prioritization is used to determine the order of space assignments:

Faculty (in tenure and non-tenure lines)

Research, Programmatic and Administrative Staff

Graduate Students

Post docs

Emeritus faculty

Visitors, Consulting professors, short term lecturers