

Guidelines for Allocation of Research and Office Space in the College of Health and Human Sciences

Effective Feb. 1, 2026, by the HHS Office of the Dean

Document Purpose

This document describes the overall process of allocating spaces controlled by the College of Health and Human Sciences (HHS) that do not fall under other policies, such as DLR, DRUG, HANS, HOCK, Indianapolis, buildings supported by endowed/restricted funds, and classroom space. University policies and procedures will take priority if in conflict with these HHS guidelines.

Overall Assignment of Space

The Dean of the College allocates space to collegiate departments. Department heads are responsible for assigning appropriate offices and workspaces within their allocated spaces to their department members, consistent with the guidelines described below. Each department leader will assess utilization annually and enact reassignments within space under their purview as warranted by applying the principles and procedures listed below. In addition, the Dean can make space reallocations at the department level for collegiate strategic priorities. The allocation of space within HHS will be reviewed every three years. This review should coincide with the University's periodic review of space on campus when possible.

Principles for Space Allocation

The following constitute principles and guidelines for allocating space by the Dean to department heads and subsequently by department heads to individuals or groups of faculty, staff, trainees, and students.

- Facilities in HHS must be optimally utilized and subjected to periodic review to adjust to new programs and changing needs.
- Space is assigned or reassigned to be consistent with the Strategic Plan Goals for HHS.
- Space utilization is focused on productivity, not status quo or history.
- No individual or department is entitled to specific space or specific amounts of space.
- All space in HHS is assigned to individual departments and the Dean's office. Any changes in space assignment will involve consultation and input from all impacted departments.
- The Dean or their designee(s) manage administrative space according to the Dean's strategic priorities.

Assignment of Research Space

The assignment of research space is undertaken to enhance and grow our collegiate research enterprise. Faculty should have adequate research space consistent with the type of current research activities involved and their current research productivity. Due to the varying disciplines within HHS and the types of research that they conduct, the research lab needs are quite

different. Needs depend on research type (phenotype) and research group/team size. To accommodate this variability in research space needs, 6 phenotypes were developed.

Types of Space

Computational Research Lab

- Used for computer-based research.
- Includes data coding and analysis.
- Includes collaborative areas.

Wet Bench / Vertebrate Animal Labs

Life Sciences (Cell and Molecular Biology)

- Wet lab with instrument and animal support space.
- Hood density ≤ 4 per 1,000 ASF.

Chemistry

- Hood-intensive wet lab.
- Hood density > 4 per 1,000 ASF.

Hybrid

- Combination of life sciences and computational space.
- Flexible bench and support space.

Behavioral and Biological Human Research Labs

General Testing

- Human subjects testing, interviewing, monitoring.
- May include wet bench, sink, or biosafety hood.

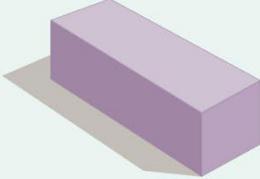
Discipline-Specific Spaces/Equipment

- **Specialized Construction:** Requires rooms with non-standard building specifications to accommodate unique research needs.
- **Large-Scale Equipment Space:** Sufficient square footage for medium to large instrumentation, such as:
 - Treadmills and gait analysis tools.
 - Bone density scanners (DXA).
- **Technical Utilities:** Access to "wet" infrastructure, including wet benches and sinks for sample processing or hygiene.
- **Discipline-Specific Customization:** While classified under a single administrative category, the interior layout varies by field:
 - **Kinesiology:** Focused on movement and physical performance.
 - **Speech, Language, and Hearing Sciences (SLHS):** Focused on acoustics and communication diagnostics.

Suggested space allocations for each phenotype are provided below in Figure 1.

LAB PLANNING MODULE

Each lab phenotype is based on a flexible lab module to support the variety of research activities that occur in HHS labs. The module can be combined or sub-divided in multiple ways to provide the appropriate lab, support, and equipment space for each researcher.



330 ASF

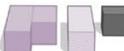
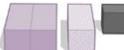
Width: 10'-6"
Based on two rows of casework and equipment (each row 2'-6" deep) on each wall, plus a 5' aisle.

Length: 31'-6"
Allows lab module to work in two directions.

KEY

- Lab
- Support
- Equipment

Figure 1. HHS Research Lab Phenotypes

Lab Phenotype		Group Size: PI+ 1-6	Group Size: PI+ 7 or more
COMPUTATIONAL	Computer Based	 Lab @ 220 Support @ 0 Equip @ 0 ASF = 220	 Lab @ 440 Support @ 0 Equip @ 0 ASF = 440
	Life Sciences	 Lab @ 330 Support @ 330 Equip @ 110 ASF = 770	 Lab @ 660 Support @ 660 Equip @ 220 ASF = 1,540
WET BENCH / VERTEBRATE ANIMAL	Chemistry	 Lab @ 990 Support @ 330 Equip @ 110 ASF = 1,430	N/A
	Hybrid	 Lab @ 550 Support @ 330 Equip @ 110 ASF = 990	 Lab @ 990 Support @ 330 Equip @ 110 ASF = 1,430
BEHAVIORAL AND BIOLOGICAL HUMAN RESEARCH	General Testing	 Lab @ 660 Support @ 330 Equip @ 0 ASF = 990	 Lab @ 1,320 Support @ 330 Equip @ 0 ASF = 1,650
	Discipline Specific Spaces / Equipment	 Lab @ 660 Support @ 330 Equip @ 110 ASF = 1,100	 Lab @ 1,320 Support @ 330 Equip @ 220 ASF = 1,870

Guidelines

The following guidelines are to be followed by department/school heads in the assignment of space when possible:

New faculty hires in good standing are allocated laboratory or research space by their department head following their offer letters. This space has special protected status until the tenure and promotion decision, and reductions in quality and/or quantity of space assignments of those in protected space status requires pre-approval by the Dean with strong justification and mitigating efforts. The space assignment is, in part, based on an effort distribution (research, teaching, and service). Associate and full professors maintain their laboratory space while remaining in good standing. Good standing is defined as meeting Departmental expectations for grant funding support, compliance with HHS extramural grant submission expectations, the productive use of laboratory space (i.e., not storage), and the continued maintenance of assigned space and compliance with all safety-related policies/procedures.

Faculty hired at a higher rank than assistant professor will have space assigned as negotiated and presented in their offer letter. These faculty will have their space utilization reviewed five (5) years after hiring. Subsequently, space will be reviewed per all criteria as given in this document.

Shared Research Space

The department head can assign shared research space from within their space allocation as they deem necessary. Individual equipment placed in a shared research space is a privilege, not a permanent right. The faculty member in charge of the space will be assigned responsibility for functional utilization of shared research space.

Temporarily Unoccupied Research Space

To accommodate growth and hiring new personnel, occasionally temporarily unoccupied space may exist in HHS. Unoccupied space within a department's assigned space is, by default, assigned to the department head. Unoccupied space shall be kept in a "ready to use" state. Unoccupied space shall not be occupied by any personnel or physical items without documentation of permission from the department head, via email, for example. Items found in unoccupied space will be considered surplus or trash.

Emeritus Faculty Research Space

Emeritus faculty may be permitted to maintain research space until the completion of ongoing grants and contracts that require space. Emeritus faculty may only be allowed to retain lab space for active, funded projects which fully support any personnel. In the absence of such projects, space will be reassigned. In addition, space must be readily available without infringing on strategic priorities. The department head will assign specific space for emeritus faculty in consultation with the associate dean for research. A documented agreement for space allocation must be in place, including a finite time for reassessing space needs. The department head will assess the utilization of space on an annual basis, and a report of the assessment will be provided to the associate dean for research.

After space is reassigned by the department, any equipment or instrumentation remaining in the Emeritus research space will be redistributed by the department head to other personnel if needs exist and the personnel has existing space to accommodate the equipment. If no such need or space exists, the equipment will be offered to other departments to maximize collegiate benefit or sent to surplus if no need exists.

Review of Research Space

- Compliance with policies to assess a faculty member's good standing is reviewed every year at the annual review. In addition, specific notations/warnings will be documented if a faculty member is not meeting expectations.
- All space allocations are reviewed at the department level, and a report of this review is made to the associate dean for research at least every three years. Departments will be notified by the HHS Office of Research 3 months prior to report deadline.
- Tenured faculty with extended lapses in funding may trigger a review of effort allocation. Should effort allocation change, research space assignment will scale accordingly. Vacating of space due to this reduction will be completed within 90 days of notification.
- Tenured faculty lapsed (i.e., no research funding) for three years can have research space reduced without formal changes in effort allocation. Activity in terms of grant submissions and scores will be considered. A review will be completed by department heads in collaboration with the Dean's office to guide any space reduction decisions taking into account individual departmental and college expectations as well as performance standards established under University Standard:S4. Vacating of space due to this reduction will be completed within 90 days of notice to the faculty member, and the department head will determine the disposition of any remaining instrumentation or materials.
- Any assigned space that is not kept in a maintained condition, or represents a safety hazard, as evidenced by repeated citations for violating Environmental Health and Safety (EHS) standards to the level that involves notification of the department head, can be removed from an individual's assignment and vacated within 30 days. The department head will have discretion in assessing the severity of violations and establishing a timeline for a remedy before space is removed from an individual's assignment.

Requests for Additional Space

Any request for additional space beyond the guidelines above is a formal process. This process includes a formal written request to the department head.

- Documentation of current and future funding exceeding Departmental expectations for effort allocation and rank.
- If the request for additional space is based on the need for additional personnel accommodation, a request will only be considered if the number of personnel supported by the PIs funds exceeds the capacity of the laboratory (described above in Figure 1). Department heads have discretion in assessing the number of qualifying personnel for this calculation.
- Documentation of needed space for unique instrument/resources (i.e., NMR, mass spec, plate reader).
- Temporal element – sustained grant funding productivity/personnel needs to be in place for at least 2-3 years.
- The department must have the space available – A proposal for additional space judged to have merit will trigger a department space audit if temporarily unoccupied space is unavailable. The department head or their designee will conduct this audit. The department audit will analyze all assigned space within the department, including all

faculty productivity metrics. If the audit determines the department cannot accommodate internal moves, the proposal and department audit will be presented to the Dean for potential reassignment of space from another department. If unoccupied space is unavailable, a collegiate space audit will be triggered and facilitated by the Dean's Office.

Additional Department Space

Requests for additional space for a department will be made formally by a department head to the Dean. Departments impacted by a decision to reallocate space will be consulted before the Dean's decision.

New Research Space

All construction of new research space and renovation of existing research facilities should have the most significant degree of flexibility possible in design, ensuring future changes in space assignments can be made quickly and with minimal disruption or additional remodeling.

Individual Workspaces (Offices)

Full-time faculty will be assigned private offices as a priority. Faculty with primary offices at other departments on campus may be asked to share an office at HHS. Faculty that work from secondary job sites may be asked to share pooled space/hoteling desks in HHS. Emeritus faculty, staff, lecturers and others may be assigned space at the discretion of department chairs. Those consistently not occupying office space more than two days a week may be assigned to shared offices.

Trainees/students and residents/postdocs are assigned to shared workspaces as available at the discretion of the department head.

If professional/clerical staff move to a hybrid work relationship and they are in the office for a limited time (at least 3 days a week), they may be asked to share an office at the discretion of the department head. Shared office space for hybrid work will be managed for maximum efficiency and privacy, as needed.

If office space becomes unavailable within a department, the Dean will review the use of office space according to the principles above and begin to consolidate (share) offices to reallocate office space first within the department and then the broader College.

Implementation

Department space allocation as of February 1, 2026, will serve as the baseline for the establishment of this policy. Modifications to space allocations after February 1, 2026, will be made following this policy. The "Guidelines for Allocation of Research and Office Space in the College of Health and Human Sciences" was approved by the HHS Dean's Office on 2/4/26.