

College of Agriculture and Life Sciences
Space Management Guidelines

College Space Assignments

Space is a resource serving university programs. It is owned by the university (or NY State) and administered by colleges and departments. In order to ensure effective and equitable utilization of space, the college has guidelines governing the allocation of space to departments and programs. Space needs fluctuate as programs grow and decline or new programs are created. We expect and encourage cooperation between programs within and between departments in meeting space needs that arise. Individuals, programs, and departments do not have a “right” to any particular space. The college administration will exercise its responsibility to reassign space as necessary to meet changing needs. In exercising this responsibility we will seek the cooperation of the units involved.

The College administration has overall responsibility for space management and implements this by:

1. Establishing general principles for effective space management.
2. Assisting chairs with difficult space management issues.
3. Reassigning space, following the process described below, from one department or program to another as program needs change.
 - The Dean has final responsibility for space assignments. If the college administration needs to effect a major reassignment of space, it will not do so without an opportunity for affected parties to be heard before a final decision is made. Major reassignments include, but are not necessarily limited to, reassignment of a building, creation of a major new building, relocation of a department, reassignment of a multi-room block of space in a building, and any loss of teaching space.
 - Commitments to major space reassignments should not be made without specific plans to relocate affected individuals, functions, and programs where these programs continue to be productive and require space.
4. Giving highest priority to locating classrooms and other instructional space close to central campus to reduce student travel time. The College will make the strongest effort to avoid the conversion of classrooms to other purposes. When reduction of classroom space is proposed, new classroom space should be created elsewhere on central campus.

Priorities for central locations

- i. Classrooms
 - ii. Academic departments
 - iii. Teaching faculty
 - iv. Other teaching facilities (e.g., TA rooms)
5. Developing long-range plans for facilities maintenance, renovations, and new space additions.

In the case of CALS units or faculty residing in Endowed Buildings, all of the above remain as guiding principles. However, it is recognized that the Dean will be required to work with the Provost on issues involving reallocation across departments or between Statutory and Endowed faculty or units.

Department Space Assignments – General Guidelines

The College assigns blocks of space to departments for their programs. Departments are expected to make specific space assignments within these allocations.

1. Department chairs and unit directors are responsible for day-to-day management of space assigned to the department.
2. Chairs may find it useful to have a committee to assist them in assigning space. Departments may have written guidelines establishing the principles upon which space is assigned to individuals and programs within a department. These guidelines should include the number of people to be accommodated, activity levels of programs, and unique, program-specific facility needs. Department guidelines should not conflict with the principles of space management outlined in this document.
3. To address changes in space needs relating to program growth, reallocation of space designed for and assigned to the respective functional areas (research labs, classrooms, offices, etc.) should be considered first. Reallocation across functional areas should occur only after alternatives and long-term needs are carefully considered.
4. Department administrative offices should be housed near the faculty.
5. Business and information technology service centers should be central to those served.
6. Classrooms should be accessible to students, preferably in the central campus area.
7. Shared equipment and instrument rooms should be used where possible, rather than assigning separate spaces to individual faculty.

8. Laboratory and project space should be modular and of size, configuration, technological capability, and location that allows for easy reassignment.

Department Space Assignments - Guidelines for Specific Allocations

Office space. Office space for faculty, emeritus faculty, visitors, support staff, and students is to be assigned utilizing Cornell University guidelines as a (minimum) standard. Both Cornell and SUNY have space size guidelines; these guidelines are presented in Table 1 (p. 20 of Space Planning Guidelines Report, 1994). SUNY's guidelines are maxima for new construction and targets for assignment of pre-existing space. SUNY does not require the physical re-sizing of rooms in older buildings constructed prior to the establishment of these guidelines. CALS will use the Cornell guidelines where possible.

TABLE 1. Planning guidelines for office space.

Position Titles ¹	Cornell Guidelines (ASF/S) ²	SUNY (ASF/S)
Department Chair	200	180
Faculty (Studio/Office)	200	180
Faculty	160	120/80 ³
Program Administrator	160/80 ³	180
Research/Extension Associate	120/80 ³	120/80 ³
Admin Manager/Supervisor	120/80 ³	120/80 ³
Visiting Professor	120/80 ³	120/80 ³
Lecturer/Instructor	120/80 ³	120/80 ³
Admin. Asst. & Aides/Clerical Office	Recommended multiple occupancy 80 per occupant	120/80 ³
Emeritus Professor		120/80 ³
Technician		120/80 ³
Post Doctorate		60/30 ³
Graduate Assistant	60/40 ⁴	60/30 ³
Graduate Student	60/40 ⁴	60/30 ³

¹The position titles shown are illustrative only and are not intended to include all Cornell titles

²Assignable Square Feet per Seat (Station)

³ASF for single occupancy/double occupancy (where appropriate), not including support space

⁴Based on recommended occupancy of 4 people per office

Department service space. Space should be available to departments to meet certain essential, department-wide functions as follows: mail distribution, photocopying/faxing, and file and general storage. Where multi-department business service centers exist, some of these functions will be met through space assigned to the service centers. In some cases, space may be shared between departments even though a designated service center has not been formed.

Common areas. Departments should have common areas such as conference and/or seminar rooms, lounges, and a reception area. As much as possible, seminar and conference rooms should be shared between departments and programs. Shared rooms should be managed by a lead department in order to ensure a focus of responsibility for time assignment and general maintenance.

Guidelines for department service space and common areas are summarized in Table 2.

Table 2. Department support space guidelines.

Function	Recommendation
mail distribution	100 nsf ¹ per department
photocopying, faxing	100 nsf per floor (usually combined with mail)
conference room(s)	200 nsf per 10 faculty
seminar rooms	each major building should have at least one room to be shared by departments in that building
lounges	200 nsf per floor, to be shared between departments
reception area	100-200 nsf, usually associated with the department main office
file space	as needed
storage space	as needed, some of which may involve space in an off-campus location

¹net square feet

Teaching space. Teaching space will be assigned through university and college Academic Programs scheduling according to need and the technological capacity of individual spaces. Space may be assigned to departments for certain specialized course needs.

Research space. Assigning space to research is the most complex issue in managing academic space. For important reasons it is not possible to determine the correct amount of space by a formula or algorithm. Research space will be assigned by the college and department to faculty programs based upon the unique needs and level of activity of each program. Activity primarily relates to the number of people who need to be accommodated along with specialized analytical equipment. This must be negotiated prior to faculty, departments, or programs actually expanding program activity or adding individuals to a program. In some cases this may mean that growth will be restricted.

Comments from the University 1994 Planning Study are:

“Perhaps the most difficult task for the study team was to provide modular yet flexible guidelines for the widely varying program needs for science (wet) laboratories. The group visited numerous labs, some more than 30 years old, others recently refurbished, and still others relatively new or in the design stage. It was agreed that Cornell should attempt to design new facilities in a modular approach with shared core spaces similar to Biotechnology and the Veterinary School. However, this recommendation was made

with the understanding that implementing the concept of standard module sizes will take time, effort and considerable funding.

As one example, the Biotechnology laboratories were designed to provide a research and support staff with two 500 assignable square foot (ASF) modules, one faculty office at 160 ASF and one flexible space at 120 ASF, for a total of 1,280 ASF for one faculty and eight research/support stations for post-docs, graduate students and/or visitors and, at times, undergraduate students assisting in the research effort. In addition, each research unit has the use of a shared core facility (e.g. for an electron microscope) at 500 ASF, bringing the program space for one research unit to 1,780 ASF. Thus, the ASF/station for nine people averages 142 excluding shared core space and 198 including core facilities space.

Program plans for the new Veterinary Research Hospital and for renovation of Schurman Hall and the Vet Research Tower provide a second example of designing a modular type wet research lab. The Vet laboratories include a base “research and special purpose” module at 625 ASF, a faculty office at 150 ASF, spaces for post docs, graduate students and/or visitors at 145 ASF/person and a common (shared facility) equipment room at 125 ASF. The total lab unit of 1,045 ASF is expected to provide space for five FTE including the faculty person. As a result, the ASF for five people averages 184 ASF excluding the common equipment area and 209 ASF including core facilities.

In both situations noted above, the floor plans have been designed so that base modules can be added (or, in some cases, halved to accommodate more or less research activity).

It is especially necessary to caution that this procedure to determine research lab dimensions is only a guide, and must be tempered by added factors such as number and function of research staff, type and size of equipment, structural limitations of the existing buildings, etc.

Research Space – Considerations. The following considerations should govern the assignment of space to research functions:

1. *For what purpose is research space needed?*

The particular program requirements establish some basic conditions as to the amount and type of space to be assigned to a program. Each research function has an intrinsic facility requirement. The kinds of space needed range widely from office space, computer lab, data and specimen storage, and research on human subjects, to wet chemistry labs, specialized instrumentation, and animal rooms. A still modest, but growing need in the college is research space for social scientists. Most often these involve computer labs and office spaces for research associates. Some space serves both research and teaching functions.

2. *How many people need to be accommodated?*

Each active researcher needs a certain amount of space for his/her particular research functions. Shared facilities economize on space needs, but even here the timing of use requires some space increment relating to numbers of individuals. The amount of research funding equates to facilities needs largely through the numbers of researchers being supported.

3. *Is the research program active?*

An important measure here is publication output. Where publication output has dropped below department expectations, where publication has not occurred for more than 2-3 years, or where the publications are not based upon a continuing production of new results, research space should be made available to more active programs. A related priority involves external funding. External funding involves an institutional obligation to research sponsors. Accounting for the differential access to funding, external support for a research program is an indicator of both the activity of the faculty member and the value of the research to others. Individuals with such funding, and especially those projects which contribute to the indirect costs of the college should be given priority in space assignments over research programs that do not have such funding.

4. *Importance of the research program.*

While the above three considerations cover the majority of decisions, there are occasions where the program interests of the department or the college will give priority to one program over another. A program that will make a stronger contribution to the mission and goals of a unit should be given some preference.

Plant growth facilities, farms and field facilities. Greenhouses, growth chambers, animal facilities, experimental ponds, farm fields, forests and similar resources usually are shared among faculty for teaching and research purposes. Space assignments to courses and research projects tend to be short-term and defined by need. Assignment and operational guidelines should exist for each shared facility.

Program space. Space will be assigned by the college to recognized department, college, and university programs. Service space will follow the guidelines for department service space where these functions cannot be jointly used in existing department service space. Project and research space will be assigned based upon the unique needs of each program.

Emeritus faculty. Emeritus faculty will be assigned space based upon continuing activity and space availability. They are entitled to shared office space while they remain professionally active at Cornell, but not necessarily private offices or research space.