

Space Allocation and Renovation Policy & Request Form

College of Engineering FY24

How do I request new space, renovation, or equipment installation?

Please use [this](#) form. **First**, please read the policy below:

Space Allocation Policy

The College of Engineering research labs aim to achieve productivity that is on par with our other peer AAU universities. Meeting these targets supports the scientific and fiscal health of the COE community. Lab Productivity is calculated as the expenditures per square foot for a lab, and is the greater value of (a) the prior four-year average or (b) the last year's expenditures:

$$SP_{avg} = \frac{\text{expenditures averaged over last **four** years (\$)}}{\text{total research space (ft}^2\text{)}}$$

$$SP_{last} = \frac{\text{expenditures averaged over last **fiscal** year (\$)}}{\text{total research space (ft}^2\text{)}}$$

The total research space excludes PI faculty office space.

Existing space allocations are assessed yearly using data from PeopleSoft for expenditures, except for **untenured faculty, who are NOT subject to allocation assessment until tenure.**

How does New-Hire Faculty Space Allocation work?

New-hire faculty space allocations are set during startup package negotiations, between the new faculty member, the department Chair, and the CoE Director of Facilities. *If you are newly arrived faculty, please utilize your agreement from that negotiation for Allocation Request and Equipment Installation Request.*

How does Current Faculty Space Allocation work?

An **annual allocation assessment** rebalances space in the CoE as PI activity evolves over time. There are 4 possible assessments that will apply if you make a request:

	Data Lab / Wet Lab	Assessment Outcome
Space Productivity =	\$300 / \$100	Add'l allocation highly favorable
	\$200 / \$70	Add'l allocation requires justification
	\$100 / \$35	No add'l allocation permitted
	\$50 / \$25	De-allocation is likely

If your space qualifies for de-allocation **an automatic one-year grace period applies**, during which the PI can obtain new funding and move to a different allocation status.

The **types of space** available for allocation via this policy in Lafferre Hall are:

- Research Laboratories (wet lab, data lab, dry lab)
- Student Space (student/post doc writeup space)
- Office space (staff office)

The assessment of allocation requests is made by the Dean's office.