



ACADEMIC AFFAIRS
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MEMORANDUM

DATE: April 29, 2021
TO: FAU Faculty and Administrators
FROM: Bret S. Danilowicz, PhD
Provost and Vice President for Academic Affairs
RE: Florida Atlantic University Research Space Guidelines

1. Summary – The FAU Research Space Guidelines (below) were drawn from a



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2. Introduction.



- d. Community Research Space. Community research space may serve as a location where faculty members who have been inactive can restart projects and regain active status. Alternatively, certain faculty members may choose not to have explicitly assigned space and may opt to conduct their research in a community research space. This community research space will be administered by the Dean or Pillar Director.
 - e. Core Research Facility Space. Shared research spaces, such as specialized small equipment rooms or labs designated for research that received this designation by the Division of Research. These are for the community use of specific types of equipment, and do not count towards the assignment space of individual researchers. All aspects of use of this space are managed by the Division of Research.
7. Research Space Management (“R-SPACE”) Team. Under the guidance of Deans and/or Institute Directors, RSC’s associated with each facility should regularly analyze the needs of research projects and review the equity of research space assignments. These reviews should be reported to the Dean or Institute Director who can then review research space assignments. At the University-wide level, a dedicated research space management team (“R-SPACE Team”) will review overall space allocations, utilization, and needs.
- a. Membership. Under the guidance of the Provost, the university will establish the R-SPACE Team to manage the reporting of research productivity in research-designated spaces, as well as the prioritization of research space allocations consistent with University strategic planning and priorities. The team will be led by the Provost and consist of a designated Chair or faculty representative from each college, a space committee representative from the Institutes (Pillars), a representative of the Division of Research, and a representative from the Division of Facilities. The Provost may add additional members as needed.
 - b. Responsibilities. The team will establish an annual, campus-wide process for reviewing research space allocations that takes into consideration the unique characteristics of research in the discipline, based on verified need and objective productivity measures within the context of the University Strategic Plan.
 - i. On an annual basis, each RSC will submit a space utilization report to the R-SPACE Team. The Team will review the Research Productivity Profile of Space Assignments at the unit level, as described below and make appropriate recommendations to changes in space category. A template for these annual RSC reports will be developed and made available by the R-SPACE Team.
 - ii. Any non-research space that is proposed to be re-categorized as being used for research purposes, will require approval by the University-wide space committee, following FAU’s Facilities Management policies and procedures.



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