

Yale SCHOOL OF MEDICINE

Process for Space Allocation, Yale School of Medicine

YSM-DO-0001

Responsible Office	YSM Controller's Office & YSM Financial Analysis & Reporting	Originally Issued	06/18/2021
Responsible Official	Deputy Dean for Finance and Administration	Revision Date	06/18/2021

Policy Sections

- 1. Process for Space Allocation Yale School of Medicine**
 - 2. Guidelines for the Allocation of Space to Departments**
 - 3. Guidance for downsizing research space of unfunded investigators**
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Scope

This policy applies to all Yale School of Medicine students, faculty, administration and educators.

Policy Statement

Pending

Reason for the Policy

The Yale School of Medicine Process for Space Allocation Policy is designed to rationalize space allocation and ensure an equitable and transparent process.

Definitions

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Policy Sections

- 1. Process for Space Allocation Yale School of Medicine**

Space shall be assigned to departments and centers by a committee consisting of the Deputy Deans for Research, the Deputy Dean for Finance and Administration and the Deputy Dean for Clinical Affairs. Assignments will be based on guidelines presented below. The allocation of space will be reviewed annually by this committee in consultation with the Dean after completion of annual planning meetings. Departments

will outline at the annual planning meeting all new RFPs for positions with accompanying financial analysis and space requests.

Department chairs and center directors are responsible for establishing criteria for space utilization within their departments or centers based on the guidelines put forth in this document. Departments may not convert one category of space into another category of space without first notifying the Dean's Office. The Dean's Office will review such requests with Facilities.

Faculty members who wish to request changes to space will make this request to their respective section chief/chair or center director. If, after assessing the request, the department chair or center director believes he or she cannot meet the needs of a faculty member within their existing footprint or if the space requires renovation, the department chair or center director may reach out to the appropriate Deputy Dean prior to the annual review. The Deputy Dean will authorize assignment and planning.

Facilities will reach out to departments and centers regarding renovations or changes to space only after notification or approval by the Dean's office.

2. Guidelines for the Allocation of Space to Departments

Allocation of laboratory space to departments will be made based on a three-year trailing average of indirect dollars/adjusted workstation. The median and 25th to 75th percentile range will be used for benchmarking. The allocation of wet lab and dry lab space will be made separately as the indirect costs/square foot differ significantly for these two types of research. For wet lab space, the adjusted workstation will be calculated as the actual workstation x a floor- and building-specific adjustment factor that considers the ratio of support space/laboratory space normalized for this ratio in TAC. Space for new recruits, who have joined the faculty within the last three years, will be excluded from this calculation. Similarly, space for anticipated recruits will be excluded in the first five years after a chair or center/institute director has been recruited. Departments or centers should wish to use similar metrics or other pre-specified metrics such as funded FTEs for space allocation within a department or center.

To the extent possible, cores that do not require user staffing should be located on West Campus or another location outside of the core New Haven medical campus. Office space will be allocated to departments proportionately to the number of full-time ladder faculty located in New Haven. Faculty outside of New Haven, at the VA hospital or at CMHC will be excluded. Faculty housed in hospital space or the Pierce foundation will be counted in both the denominator and numerator and the space committee will obtain data from YNH and the Pierce Foundation annually. In allocating office space, departments should aspire to achieving the following guidelines over time.

Role	Space if available
Full-time faculty member on the traditional, investigator, clinician scholar, clinician educator, and clinician tracks	Single individual office at the primary site of work (e.g., West Campus or main campus, VA, or main campus). Faculty members who work in more than one location are expected to use touch-down space at all but the primary location. As an exception, senior faculty who are leaders of both a Center on West Campus and a Department on the main campus may be allocated an office at each location.
Full-time senior research scientist	Single individual office as above
Associate research scientist or research scientist	Shared space or desk
Visiting faculty	Shared space or desk
M and P administrator at level 27 or M6 or greater working full-time on campus	May be assigned an individual office if activities require it. M and P administrators below this level should not occupy an individual office. The need to have private conversations from time to time does not require a single office.
M and P administrator at level 27 or M6 or greater working in a hybrid manner at home and on campus	Shared space
All other administrative staff	Shared space or desk
Research staff, clinical coordinators, nurses	Shared space or desk
Clinical fellows	Touch-down space (preferably near clinical duties)
Research fellows including post-doctoral fellows	Desk or workstation
Residents	Touch-down space
Graduate students	Desk or workstation

Workspace type	Size as available
Single office	80 to 120 SF
Shared space or desk	48 to 60 SF
Touch-down space	16-36 SF
Desk or workstation	48-80 SF

3. Guidance for downsizing research space of unfunded investigators

Department chairs and center directors are responsible for establishing prospective criteria for space utilization within their departments or centers based on metrics such as indirect dollars/adjusted workstation or indirect dollars/square foot or funded FTEs.

Department chairs and center directors are expected to review space allocation at least every three years. Departments should reduce the space allocated to faculty members who have had a significant and sustained decline in or loss of funding for the last three years. Alternatively, departments may choose to allow faculty members to pay facility costs out of endowment or reserves assigned to that faculty member. This choice will be made at the discretion of the chair. Such facilities costs will be paid at the rate of indirect costs/workstation or square foot. Department chairs should meet with the faculty member to develop a plan to downsize space over a period of six months to one year, or to identify a source of facilities costs. The department should document the meeting and send a copy to the Deputy Deans for Research and Financial Operations for the School of Medicine.

Special Situations & Exceptions

Pending

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Deputy Deans for Research, the Deputy Dean for Finance and Administration and the Deputy Dean for Clinical Affairs. Criteria for allocations within a department are the responsibility of the chairs and center directors.

Faculty Advisory Council

Contact Information

- **Subject Matter Expert:** YSM Controller's Office, 1-203-785-3760
- **Subject Matter Expert:** YSM Financial Analysis & Reporting, 1-203-737-2264

Related Information

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Revision History

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