

College of Science & Engineering
Space Policy
August 30, 2012

Introduction

This Space Policy lists the different workspaces that exist within the College of Science & Engineering and provides basic guidelines for space allocation, upkeep, and maintenance. The policy is intended to supplement and augment the University Space Planning guidelines and any space policies established on the Idaho Falls and Meridian campuses.

Idaho State University allocates space to departments and schools (hereafter referred to as “units”) within the College of Science & Engineering (CoSE) to allow these units to accomplish their teaching, research, and service missions. Due to the dynamic nature of academic units, the allocation of space should be reviewed annually and adjusted as necessary to coincide with current rather than historical needs. Unit administrators are charged with this task: Chairs have the authority to assign space within their department, School Directors have the authority to assign space between their departments, and the CoSE Dean is responsible for the allocation of space between departments and schools. The CoSE Dean is also responsible for overseeing the sharing of space between colleges.

It is the responsibility of CoSE faculty and staff to notify their supervisor (or Facility Services directly) when repairs are needed to buildings and rooms, and to notify the appropriate unit when repairs are needed to equipment within the rooms.

Teaching Space

General Classroom

General classrooms are not allocated to specific departments. General classroom space is assigned by the Office of the Registrar. Upkeep and maintenance of general classrooms and the equipment contained in them is the responsibility of the university.

When CoSE units add specialized equipment to general classrooms, the sponsoring unit is expected to maintain the specialized equipment with the assistance of any other units that may use the equipment.

Teaching or Computer laboratory

Teaching laboratories may be allocated to specific departments or schools, if the labs have a specific purpose that requires unique qualities or specialized equipment. Computer laboratories may be allocated to specific departments or schools, if the computers were purchased by that unit. Upkeep and maintenance of these rooms is the responsibility of the university, but upkeep of specialized equipment and computers is the responsibility of the department(s) or school(s) that use the equipment. If multiple units regularly share such a laboratory, a Usage MOU (Memorandum of Understanding) should be developed to define usage and maintenance responsibilities, and filed with the CoSE office.

Distance Learning (DL) Classroom

DL Classrooms may be allocated to specific departments or schools, if the DL equipment was purchased by those units. Upkeep and maintenance of the room is the responsibility of the university, but upkeep of the DL equipment is the responsibility of the department(s) or school(s) that use the equipment. If multiple units regularly share such a classroom, a Usage MOU should be developed to define usage and maintenance responsibilities, and filed with the CoSE office.

Research Space

Research laboratory

Research laboratories may be allocated to specific schools, departments, or faculty members for the purpose of conducting original research. All active researchers should be given an appropriate research space but if space is limited, those who obtain external funding for their research will have first priority on research space. Once a faculty member is no longer actively engaged in research, their space may be reassigned by their Chair.

Upkeep and maintenance of the room is the responsibility of the university, but upkeep of specialized research equipment is the responsibility of the faculty member(s), department(s), or school(s) that use the equipment. If multiple units regularly share such a laboratory, a Usage MOU should be developed to define usage and maintenance responsibilities, and filed with the CoSE office.

Safety policies related to chemicals, hazardous and infectious waste, radiation, and lasers shall be as required by the ISU Technical Safety Office (<http://www.physics.isu.edu/health-physics/tso/ohome1.html>). Safety and Security policies related to animals shall be as required by the ISU Animal Care Facility (<http://www.isu.edu/anmlcare/index.shtml>). Safety and Security policies related to reactors and associated materials shall be as required by the Nuclear Regulatory Commission.

Research Centers (MCERC, CERE, MCRF)

Research Centers within CoSE (including MCERC, CERE, MCRF) should conform to the CoSE Space Policy, but may define their own supplemental Space Policy, subject to approval by the Dean of CoSE, if more specific details need to be defined. These policies should include specific statements about safety and security related to chemicals, waste, animals, lasers, reactors, and nuclear materials.

Office Space

Faculty Offices

CoSE will endeavor to allocate an appropriate individual office for each full time faculty member. Part-time, adjunct, and visiting faculty will also be allocated an office, though it may be shared. In accordance with University policy, emeriti faculty will be allocated office and laboratory space whenever possible. Upkeep of the office is the responsibility of the university, while faculty are expected to maintain their offices in accordance with relevant safety and security regulations.

Staff Office

CoSE will endeavor to allocate an appropriate staff office space for each department or school. Upkeep of the office is the responsibility of the university, while staff are

expected to maintain their offices in accordance with relevant safety and security regulations.

Student Office

Each department will endeavor to allocate an appropriate workspace for every graduate and post-doctoral student. This space may be an individual office, shared office, cubicle, or workspace within an office complex or laboratory. If space is limited, priority should be given to those students who serve as teaching assistants or instructors. Upkeep of the workspace is the responsibility of the university, while students are expected to maintain their workspace in accordance with relevant safety and security regulations.

Conference Rooms

Conference rooms may be allocated to departments or schools. Room scheduling is the responsibility of the host unit(s). Upkeep and maintenance of the room is the responsibility of the university, but upkeep of any specialized equipment is the responsibility of the department(s) or school(s) that use the equipment. If multiple units regularly share such a conference room, a Usage MOU should be developed to define usage and maintenance responsibilities, and filed with the CoSE office.

Lounges

Faculty/Staff lounge

Where feasible, faculty and staff will have access to a conveniently located break room equipped with a refrigerator and microwave oven. The units are responsible for providing appliances. Upkeep and maintenance of the room is the responsibility of the university, while cleanliness is the responsibility of those individuals who use the room and appliances.

Student lounge

Where feasible, students will have access to a conveniently located lounge or study room. Upkeep and maintenance of the room is the responsibility of the university, while cleanliness is the responsibility of those individuals who use the room.

Storage Rooms

Where necessary, each department will have storage rooms dedicated to holding materials and supplies used for teaching and research. Examples include chemistry and biology stockrooms, rock and mineral storerooms, etc. Maintenance of these rooms is the responsibility of the university, but upkeep of the room (to appropriate safety standards, where applicable) is the responsibility of the department(s) or school(s) that use the rooms.

Where feasible, each department/school shall have access to a storage closet that holds common office supplies. Maintenance of the closet is the responsibility of the university, while upkeep is the responsibility of the department or school.

IT closets that house wiring and switches are the responsibility of ISU IT Services. Upkeep of equipment in CoSE Server Rooms is the responsibility of CoSE IT Services, in conjunction with the departmental or school units that purchased and use the equipment.

Janitorial closets are the responsibility of the university, who shall provide all upkeep and maintenance.

**Inventory List of CoSE Buildings, Rooms, Facilities
August, 2012**

#	<u>Building Name</u>	<u>Units within building</u>
3	Physical Science Complex	Mathematics, Geosciences, Physics
3A	Physical Science Addition	Chemistry, Geosciences
7	Lillibridge Engineering	Engineering
35	Colonial Hall	CoSE office, Engineering
65	Gale Life Science	Biological Sciences
67	Lecture Center	Biological Sciences
69	Plant Sciences	Biological Sciences
69A	Plant Sciences Addition	Biological Sciences
79	MCERC	Engineering

Other buildings with resident CoSE faculty & staff or CoSE teaching laboratories

63	Garrison Hall	Biological Sciences
87	Linear Accelerator	Physics, Engineering
100	Center for Higher Education	Biological Sciences, Chemistry
102	Tingey Administration Building	Biological Sciences, Chemistry, Geosciences
104	CAES	Engineering, Geosciences
	Boise Water Center	Geosciences