

## Space Policy

### I. Introduction

Space is allocated to the programs, departments, schools and colleges within the Division of Health Sciences (DHS), hereafter referred to as units within the DHS by the university. The purpose of the allocation is to allow the units with the DHS to accomplish their teaching, research, and service missions. The DHS understands that the university can reassign space allocated to the DHS when it is in the best interest of the university to do so. The university administration is sensitive to space renovations funded by donors loyal to specific programs. Units within the DHS are responsible for informing the university on donor issues associated with campus space.

The administration of the DHS has the responsibility for the allocation of space among the subunits in the DHS, and must authorize and approve any reallocation of assigned space within the DHS. Space requirements will be considered based on current needs and not on historical grounds. Department chairs and program directors have the authority to assign space within their units. Space utilization and needs should be reviewed annually by unit administration.

This policy is intended to supplement and augment the University Space Planning Guidelines and Meridian campus policies.

### II. Categories of Space

#### A. Teaching Space

##### 1. 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. Faculty using general classrooms are expected to turn off lights and equipment upon leaving the room and report needed repairs.

When DHS programs add specialized equipment to general classrooms, the sponsoring program is expected to maintain the specialized equipment it has placed in general classrooms.

##### 2. Specialized classroom/teaching laboratory/clinical space/computer labs

Some classrooms/clinical space have a specific purpose that requires unique qualities or specialized equipment, and utilization of the specialized equipment may be under the control of a specific DHS program. Whenever feasible, expensive, specialized teaching/clinical equipment should be shared and upkeep and replacement of the equipment should be shared by the users. Each unit is expected to develop a Usage Policy to cover the use of specialized facilities by other units within and outside of ISU.

##### 3. Distance Learning Classrooms (DL)

While a program may purchase the equipment in DL classroom, programs are expected to share DL rooms. Programs that have purchased the DL equipment have first priority in DL classroom utilization. When programs purchase DL equipment, the program is expected to cover the cost of maintaining and replacing the equipment.

#### B. Research space/Laboratories

1. Specialized research space is assigned to faculty actively engaged in research. Those who obtain funding for their research will have first priority on research space. Once a faculty member is no longer actively engaged in research, his/her space can be reassigned by his/her immediate supervisor. Maintenance and replacement of specialized research equipment is the joint responsibility of the faculty member engaged in the research and his/her immediate supervisor.

### **C. Office Space**

1. Programs within the DHS will endeavor to allocate an appropriate individual office for each full time faculty member, including non-resident faculty visiting the campus and resident faculty visiting other campus sites, in accordance with university policy. It is not always possible to allocate office space in the immediate proximity of an individual faculty member's program/ administrative space. Part time/ adjunct instructors may need to share office space, if available. In accordance with University policy, emeriti faculty will be allocated laboratory and office space whenever possible.
2. Faculty members are expected to maintain their offices in accordance with fire code and HIPAA and FERPA security guidelines.

### **D. Clinical Space**

1. DHS programs operating outpatient clinics are expected to maintain HIPAA compliance physical space. Programs are responsible for maintaining specialized equipment and supplies needed for the clinic to operate. Care should be taken to assure that therapy rooms are sound proof in order to maintain appropriate confidentiality. Clinical work spaces that are HIPAA compliant and secure should be maintained for students in clinical programs. Individual clinics should set HIPAA compliant policies as to who has access to those rooms.
2. Faculty may obtain permission from DHS administration to use DHS allocated space for clinical practice. All supplies and expendable materials are the responsibility of the faculty member.

### **E. Small Group/Conference Rooms**

1. Small group/ conference rooms located in proximity to individual programs are to be considered shared resources. The individual programs are responsible for scheduling the utilization of these rooms as many fall outside the purview of the Registrar's Office. Priority to conference room utilization is given to courses and seminars.

### **F. Kitchens/ Break Rooms**

1. Where feasible, faculty and staff will have access to a conveniently located break room that is equipped with a refrigerator and microwave oven. Cleanliness of these rooms is the responsibility of those individuals who use the room and appliances.

### **G. Student lounges/ Locker/ Lunch Rooms**

1. Where feasible, students will have a designated space for study and collaboration use. Cleanliness of these areas is the responsibility of those individuals who use the space and appliances. Idaho State University custodians are responsible for cleaning the floors and table and counter surfaces.