

## Table of Contents

Introduction..... 2

Relevant Guidelines and Procedures ..... 2

Guiding Principles ..... 2

Roles and Responsibilities ..... 4

Research Space Productivity Measures ..... 5

    Quantitative Metrics:..... 4

    Qualitative Metrics:..... 5

Commitments to Faculty for Research Space ..... 5

    New Early Career Faculty ..... 5

    Temporary Leave/Sabbatical..... 6

Cyclical Assessment of Research Space ..... 6

## Introduction

Research space, which includes space for discovery, development, and other creative and scholarly activities, is a critical asset to both education and research activities of the University of Central Florida, currently supporting a diverse set of activities that vary significantly both within and across academic disciplines. As UCF continues towards the goals within its strategic plan, further growth in research is expected that will require an organized and coordinated process for assessing use of research space.

Historically, management of research space at UCF has been primarily handled at the level of schools, colleges, units, and departments. This decentralized approach enables informed decisions about the allocation, renovation, and either establishment or discontinuation of research spaces. This is particularly important given the diversity of outcomes that result from use. UCF's intent is to keep management of research space localized in the units where assessment considering all facets of effective use is possible.

Despite the variety of space needs, there are overarching principles and objectives that guide the allocation of research space at UCF. Implementing these guiding principles across the University supports schools, colleges, and units as they collaborate with central administration on the efficient use of their existing spaces and seek support for the development of new spaces. These guidelines are meant to provide overarching guidance that supports unit leaders (Deans, Directors, Chairs, and Designees) in their management of research space at all campuses and adjacent research spaces occupied in areas such as Research Park. Research space does not include office space related to research.

## Relevant Guidelines and Procedures

[Policy 3-126: Comprehensive Space Management](#)  
[UCF Space Management Policy](#)

## Guiding Principles

- **Allocation Authority:** Research space is an institutional asset. The provost or their designee is the final authority on all space, and as such the ultimate authority on allocation of research space to faculty and associated units.
- **Assignment is not Permanent:** Research space assignment is not permanent and can be reassigned as activities in the space and/or university needs evolve.
- **Regular Assessment:** Optimal use of research space is critical. The level and scope of research activities within research space evolve over time. In cases where this leads to research space that is underutilized, it is expected that it should be reassigned or repurposed to ensure efficient utilization.

Individual units are expected to utilize and document a cyclical process by which to assess research space utilization and adjust assignment and use as appropriate.

- **Decentralized Assessment:** Assessment of research space utilization should be a local effort within the units with support from central administration, offering a holistic approach that values the diverse range of outcomes from activities within the space. However, it is understood that certain outcomes may have higher weighting when assessing use and that a consistent approach to assessment has value. The intent is that research space decisions would generally be approached locally and escalated when challenges remain due to limitations in available space.
- **Equitable Assessment:** Assessment of research space utilization will consider more than just research expenditures. Effective space utilization transcends mere financial metrics, as outcomes and impact of activities within research space vary across disciplines. Again, it is understood that certain outcomes may have higher weighting when assessing use.
- **Research Space Productivity:** Research space productivity is not a measure of the productivity of an individual and should not be considered a measure of individual researcher productivity.
- **Alignment of Research Activity and Type of Space:** The nature of research activities within a research space can evolve, particularly regarding the type of research space required (e.g., wet, damp, dry). Optimization of research space should include aligning the nature of the activities in a research space with the capabilities the space is intended to support. For example, research activities that only require a dry lab environment should generally not be carried out in a space that can support wet lab research activities. Furthermore, the footprint required for specific research activities should be aligned with the size of the space.
- **Strategic Alignment:** Research space allocation and assessment must be done in alignment with both UCF's and the unit's strategic research priorities, while also enhancing UCF's status as a leading research institution. While the UCF Strategic Plan may reference and/or place an emphasis on specific areas of focus, support of broader research goals is acknowledged as critical to the overall success of the goals of the university.
- **Collaborative Environment:** Spaces that foster interdisciplinary research and collaboration are critical and should be supported.
- **Shared Space:** Shared research space has significant value in space optimization and efficient utilization. Whenever possible, shared research space should be promoted and established. Shared research space fosters collaboration. In cases of productive research space use where there are measurable idle times of use, considerations for sharing to reduce idle time is encouraged. Shared space will be assessed by the designated primary unit occupying the space in collaboration with the partner unit(s).

- **Do No Harm:** Research space reallocation should not disrupt a PI's ability to meet contractual obligations. Care should be taken in cases of reallocation of research space to consider the impact on researchers with timelines for implementation that minimize disruptions. Financial impacts should also be considered.

## Roles and Responsibilities

The following table provides an overview of the roles and responsibilities of various individuals responsible for the management, allocation, and assessment of research space at UCF.

Provost and Executive Vice President for Academic Affairs	Ultimate authority on research space allocation and responsible for ensuring space supports the academic and research mission of the university.
Vice President for Research and Innovation	Supports the research enterprise of the university and integration of research into its academic mission. Consults with the provost on research space needs and works with unit leaders to support the broad research space needs of faculty. Responsible for monitoring university-controlled research space not assigned to a particular unit (ex. Research 1).
University Space Committee (USC)	Considers the immediate and long-range space needs of the university, proposes solutions, and evaluates space requests submitted to the Department of Space Administration (SA).
Department of Space Administration (SA)	Administers Policy 3-126 Comprehensive Space Management. Evaluates all requests for additional space, new construction, remodeling, renovation, change in use, new allocation, or reallocation. Identifies unoccupied or underutilized university space and maintains the university's space inventory in an effort to optimize use.
Planning Design and Construction (PDC)	Manages all remodeling and renovations of space per UCF Policy 3-144.
Deans/Unit Directors/Designees	Responsible for the overall allocation and assessment of space assigned to unit faculty. Should ensure regular assessment is carried out and that faculty have suitable space to conduct their academic research. This includes assessment of space allocation to associated departments.
Department Chairs	Assign and assess research space use by faculty members within their department. Consult with unit Dean/Director to ensure research space use is optimized.
Faculty Members	Responsible for valuable use of assigned research space. Should collaboratively work with Department Chair and faculty peers to promote efficient use of research space. Faculty are also expected to demonstrate good stewardship of research space use, following relevant compliance requirements.

## Research Space Productivity Measures

A comprehensive assessment of productive research space utilization requires consideration of both quantitative and qualitative metrics. Productivity measures for research space vary across disciplines and units, and unit leaders (Deans, Directors, Chairs) should ensure assessment is done using a core set of measures that are suitable for the diversity of their faculty activities. As a research university, emphasis should be placed on externally sponsored research activities, often measured by research expenditures within a given research space. However, not all impactful academic research within a space requires significant funding, thus other measures should be carefully considered in the assessment process. Below is a list of key quantitative and qualitative metrics. It is not comprehensive, and the order is not based on level of relative weighting in assessment. A separate rubric (defined separately in process documents) will be used for the assessment to include weighting factors for each metric.

### Quantitative Metrics:

- **Research Expenditures:** Externally and internally sponsored research expenditures per square foot of research space, averaged over the prior two-year period.
- **Research Effort:** The number of proposals supported by activities occurring in the assigned space.
- **Scholarly Output:** The number of journal articles, books, artwork, citations, honorific awards, creative works, etc. representative of utilization of the research space. This can include those in the submission and review process.
- **Student Research:** The number of undergraduate, graduate, and postdoctoral researchers actively involved in research activities taking place within the assigned research space. Number of theses and dissertations supported as measured by graduates. Also includes the number of students participating in education and training activities within the research space such as Research Experience for Undergraduates (REU) programs, undergraduate research internships (paid or unpaid), and formal courses such as labs.

### Qualitative Metrics:

- **Room Requirements:** Matching physical parameters of the space with needs of the research activities and researcher.
- **Research Impact:** The broader impact of research, including societal benefits, technological advancements, and contribution to knowledge.
- **Collaboration:** Level of support for innovative research and in particular, interdisciplinary collaborations.
- **Shared Space:** Shall be encouraged and incentivized. The use of shared equipment shall also be considered.

- **Stewardship of Space:** The extent to which current assigned occupants are meeting all relevant compliance requirements and being good stewards of the assigned research space.
- **Room Utilization:** The extent to which the size of the current assigned space adequately meets the needs of research activities.

## Commitments to Faculty for Research Space

Academic research is an expected activity of many faculty and critical to the continued growth of the UCF research enterprise. Therefore, units (schools/departments/colleges) should provide faculty members with sufficient research space to support their academic research activities. Allocation of research space requires consideration of the individual need of the faculty along with that of other faculty as well as programmatic needs across the unit. The following subsection provides some general guidance on considerations when balancing multiple needs of the faculty.

### New Early Career Faculty

Essential to supporting new early career faculty is ensuring they have suitable space to initiate their academic research upon arrival at UCF. Such faculty need to be allocated research space that is capable of supporting their planned research whether internally funded through their start-up funds or incorporated in proposals for external funding. In their first six years (eight years for College of Medicine), early career faculty are in the formative process of establishing their research portfolio, and it is understood that they should generally not be subject to reallocation of their assigned research space.

### Temporary Leave/Sabbatical

Research space use assessment will take into consideration temporary leave such as sabbaticals. It is understood that while on leave research activity in a space may decrease, and the assessment should be made with a particular focus on the expected future utilization after leave. However, periods of leave may offer the opportunity for utilization of space by other researchers and should be considered while ensuring it does not negatively impact the research activities of the faculty on leave during and after their return.

## Cyclical Assessment of Research Space

As research space utilization is dynamic and can shift over time, regular assessment of utilization is critical to ensure optimal use. Unit leaders (Deans, Directors, Chairs) are expected to conduct regular unit assessments of research space utilization. The frequency of regular assessment is defined separately in the process documents.