

# UC San Diego Department of Astronomy & Astrophysics Space Policy

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# Revisions

Revision Date	Summary of Updates
2024-06-12	First Executed Version
2024-07-10	Links fixed to account for Google Drive switchover

# References

- [1] Former CASS Space Policy: [resources\\_Spacepolicy - CASS.pdf](#)
- [2] SERF 3rd floor floorplan: [floor plan 3rd floor with occupants updated 9-15-23\\_v2.pdf](#)
- [3] SERF 4th floor floorplan: [floor plan 4th floor with occupants updated 9-15-23\\_v2.pdf](#)
- [4] SERF space occupancy register: [A&A Space Assignments](#)
- [5] Listing of interaction spaces and their calendars, along with contact information for modifying the calendar: [Department of Astronomy & Astrophysics Interaction Spaces](#)
- [6] Listing of shared lab spaces, with links to documented training required and lists of personnel allowed access to the space: [Department of Astronomy & Astrophysics Shared Lab Spaces](#)
- [7] Office space requests should be documented and submitted by completing this short form: [Department of Astronomy & Astrophysics Space Request](#)
- [8] Requests to change space should be documented and submitted using the following form: [Department of Astronomy & Astrophysics Space Transfer Request](#)
- [9] AY2023-2024 Department of Astronomy & Astrophysics Committee Assignments: [2023-2024 A&A Committee Assignments.pdf](#)
- [10] AY2023-2024 Department of Astronomy & Astrophysics Committee Charges: [2023-2024 A&A Committee Charges.pdf](#)
- [11] Department of Astronomy & Astrophysics Bylaws: [Bylaws for Department of Astronomy & Astrophysics 04\\_29\\_23.pdf](#)
- [12] Documentation of approvals and revisions of this document: [Space\\_Policy\\_Executed\\_2024-06-12.pdf](#)

# Acronyms

DAA	Department of Astronomy & Astrophysics
EVC-AA	Executive Vice Chancellor for Academic Affairs
SC	“Space Committee”, generally the committee charged by the DAA Chair to oversee space policy issues within the department
CAO	Chief Administrative Officer
SERF	Science & Engineering Research Facility

# 1. Preamble

This preamble section in this Department of Astronomy & Astrophysics Space Policy describes the origin, intent, and approval process of this document.

## Origin of this policy

This Department of Astronomy & Astrophysics (DAA) Space Policy was first drafted by the Space and Computing Committee during the inaugural academic year of the Department of Astronomy & Astrophysics at UC San Diego, Academic Year 2023-2024. The membership of the Space and Computing Committee during AY2023-2024 was established by [9], and the charge to that committee by the inaugural chair of the department is documented in [10]. This policy was drafted with the input of all DAA Space & Computing Committee members as well as input they received from others in the department both informally and through polls conducted by the department. The document was delivered to the faculty and discussed at the faculty meeting on May 8th, 2024. Comments were also solicited and received from the Dean's office at this time. Comments were incorporated and the Space and Computing Committee executed a revision of the document on \_\_\_\_\_. This document was given to the DAA Chair to be the basis of a vote by the faculty.

## Intent of this Document

This document describes the policies and procedures that the Department of Astronomy & Astrophysics uses to govern the space that it is allocated by the Executive Vice Chancellor. The policy describes roles within the department to execute and develop space policy and procedures as necessary. This document is reviewable by the Dean's Office and the Executive Vice Chancellor so that they can provide guidance and direction on governance of space within the department.

## Roles Discussed in this policy

This policy document establishes roles and responsibilities within the department for the governance of space. Specifically:

- The policy requires that at the beginning of each academic year the chair establish a committee responsible for space policy. In the inaugural year this is the Space and Computing Committee, but it need not be that those functions are always combined. In general, there must be a committee responsible for space, hereafter referred to as the Space Committee (SC).
- The policy describes the role of the Chief Administrative Officer (CAO), who is the manager of the administrative office in the department. Unless responsibility for space

policy execution is explicitly given to a different entity, the CAO is responsible for executing the space policy.

- The DAA Chair has final authority in department space decisions, with advice from the SC and the CAO.
- The Dean's Office refers to the Office of the Dean of the School of Physical Sciences, under which the DAA is established.
- The Executive Vice Chancellor for Academic Affairs is responsible for the allocation of space to academic departments

## Approval process for this policy and its revisions

All revisions (including the original) of this policy will go through a minimum of the following procedure. In all cases more steps than described here can be used to gather input. The minimum steps are as follows:

1. All revisions are voted on by the entire SC, and the outcome of that vote is recorded and communicated to the DAA Chair.
2. The DAA Chair reviews the revision and makes recommendations for modifications or sends the revision to the Dean's Office for review.
3. The Dean's Office makes recommendations or objections if they have any.
4. The revision is presented to the faculty for comment and recommendations.
5. When all recommendations are incorporated, the revision is submitted to the voting members of the DAA as described in [12]. If approved, as judged by the policies set forth in [12], the revision immediately becomes departmental policy and it is posted publicly for reference.

## 2. Scope of this Policy

This document describes the policies and procedures that the DAA uses to govern the space that it is allocated by the EVC-AA.

### Space on Campus under Departmental Administration

This Space Policy developed by the DAA governs the administration of space designated for use by the department, including:

- The entire 3rd floor of the SERF building
- The entire 4th floor of the SERF building
- The entire west end (5-story section) of the High Bay Physics / Caltrans Building

The High Bay Physics / Caltrans Building is a single space without security barriers that is shared with the Department of Structural Engineering. All safety and lab access policies must be agreed with the personnel responsible for that space within structural engineering.

## Scope of departmental administration

The DAA is responsible for administering the space within its scope, and making every attempt to resolve issues associated with this space. The DAA is responsible for working with Campus Facilities to maintain the buildings and spaces within the building. For the purposes of administering the space, the DAA Chair will create at the beginning of each year a committee to advise the chair on space issues (hereafter the SC) and, working with the CAO as described in this document, execute the existing space policy.

In the execution of most policies and procedures in this document, the CAO executes policy, and the SC develops policy and makes new space assignments. For controversial or possibly controversial space issues, the SC makes a recommendation to the DAA Chair and the DAA Chair makes the final departmental decision.

## Limits of departmental administration

Space allocation authority resides with the Executive Vice Chancellor for Academic Affairs. The Department decides space use within its allocation, and when disputes cannot be resolved internally, escalation is through the Dean's office. It is the expectation of the DAA and this policy that we will successfully implement this policy to effectively self-govern our space, without needing escalation for conflict resolution, except in very rare cases.

## 3. Office Space

All space assignments depend on the title of the person and the amount of time the person spends in the SERF building during a normal work week. The categories depend on true time in building: >40% (greater than 2 days per week), 5-40% (1-8 days per month), <5% (less than 1 day per month). In the case of Affiliate Faculty and Emeritus Professors, space is granted based on availability, but may not be granted if space is required by personnel in other categories who have appointments within the department.

### Academic & Sponsored Project Personnel

All personnel who spend less than 1 day per month at their SERF location will be given access to a "visitor's desk". This is a desk available to work at but not available to store personal effects, and where the desk is may move over time.

**Table 1:** Expected space assignments based on title and fractional time spent in the building. This also serves as the basis for what it means for a space to be fully occupied. If a space is occupied at a rate less than defined here, it is considered underutilized.

Title	>40%	5-40%	<5%
Faculty / Teaching	Dedicated office (with	Dedicated desk in	Visitor's desk in

Faculty	window if possible)	shared office	shared office
Affiliate Faculty	Dedicated office (with window if possible)	Dedicated desk in shared office	Visitor's desk in shared office
Professor of the Graduate Division	Dedicated office (with window if possible)	Dedicated desk in shared office	Visitor's desk in shared office
Emeritus Professors	Dedicated desk in shared office	Dedicated desk in shared office	Visitor's desk in shared office
Research Scientists	Dedicated office (with window if possible)	Dedicated desk in shared office	Visitor's desk in shared office
Project Scientist & other project-specific personnel not described below (e.g., R&D Engineer, etc.)	Dedicated desk in office shared with one other person	Dedicated desk in shared office	Visitor's desk in shared office
Postdoctoral Scholar	Dedicated desk in office shared with one other person	Dedicated desk in shared office	Visitor's desk in shared office
Graduate Student	Dedicated desk in shared office	Dedicated desk in SERF 465 or other office shared with multiple other students	Visitor's desk in SERF 465 or other office shared with multiple other students
Undergraduate Researchers	Shared desk space in designated undergraduate space	Shared desk space in designated undergraduate space	Shared desk space in designated undergraduate space

In some cases, graduate students or postdoctoral scholars and their research advisor may decide that the graduate student / postdoctoral scholar will have their primary desk within the lab in which they work. In such cases, they may not need any other desk and should inform the space committee about this. However, this is not required, and if not desired, office space should be made available following the guidelines above.

Undergraduate Students will not be assigned offices except in exceptional cases. In such cases, the undergraduate's research advisor is required to write the space committee with the argument for a space assignment. Faculty are encouraged to allow undergraduate students working with them to use desks in labs if they are available, or encourage them to sit in the department's communal undergraduate study room while working on their research.

## Administrative Personnel Reporting to the CAO

The CAO will be responsible for office assignments associated with the business office, including administrative, human resources, student affairs, fiscal management, and all personnel that report either directly or indirectly to them. The CAO shall make efforts to efficiently use space in the context of remote work plans for those personnel. The CAO shall discuss any changes in space needs with the SC and establish a plan to address those needs.

## New Dedicated Office Space Availability

When office space that is appropriate for a “dedicated office” becomes available, the space committee shall solicit from the requests to move into that office space. If there are multiple requests to transfer into this space, the space shall be assigned based on seniority, with a preference for faculty whose home department is DAA.

## Office Space for Visitors and New Personnel

Need for space for visitors or new personnel must be communicated to the SC through the [Department of Astronomy & Astrophysics Space Request](#) [7]. The SC will then make every effort to assign an appropriate space. If the person requesting the space is unhappy with the SC space assignment, the SC Chair and the person making the space request shall have a meeting with the DAA Chair to resolve the issue.

## Office Space Change Requests

At any point, any member of the DAA may request to be relocated to a different office space. With the exception of graduate student moves (described below), the request needs to include a well-documented justification for the move for the SC to review. The request should be documented and submitted using the [Department of Astronomy & Astrophysics Space Transfer Request](#) [8]. Moves approved by the SC that do not carry any costs can then be executed. If the move would incur any cost, the funding that will be used for the move shall be identified by the person requesting the move. If the person is requesting that the department provide resources to support this move, it must be discussed with the SC first and then discussed with and approved by the DAA Chair.

In general, graduate student moves from one office to another are more common, especially in the graduate student's first few years. At the beginning of each academic year, the SC shall define the available graduate student spaces and make them known to the entire graduate student population. Requests by graduate students to move will be collected and organized by the graduate student representative on the SC or a graduate student appointed by the SC for this purpose. The SC shall review the set of proposed moves, resolve any disputes about space assignments that arise, and approve and document the final office assignments for each graduate student.

## Office Space Audits

The SC shall conduct yearly audits of the use of office space. That audit shall include a list of office spaces that are being utilized at a rate lower than what is defined in this space policy by Table 1. This annual list is referred to as the “underutilized office space list”. Personnel associated with those spaces shall be informed that their space is on the underutilized list and given a chance to give a written response for departmental records. If the office space is again on the underutilized space list for a second year in a row, the SC shall consider alternate use of the space that would be more beneficial to the department, and submit a recommendation for the space to the DAA Chair. The DAA Chair will then decide on space allocation changes recommended in this way.

## 4. Lab Space

Lab Space is agreed upon by the Dean and Department Chair when a recruitment is opened, and assigned to a faculty member or research scientist based on their proposed program when they are hired. This space allocation is documented in an offer letter to the incoming faculty member or research scientist.

Space allocated in an offer letter would normally remain at the disposal of the assignee, up until the next promotion review. Before this review, requests for additional or different space will be treated as any other space change request, detailed below. After this review, space allocation will be subject to audit as described below.

### Requested Changes to Lab Space Allocation

A faculty member or research scientist may request a change in space allocation. Usually this will be due to a change of activities or a new project. The need must be documented in terms of any of the following: (1) Size of equipment that will be used or built, or (2) Number of personnel that will be working on the project in the lab.

The SC will consider the request in the context of the factors used in lab space audits, and deliver a recommendation to the DAA Chair based on those factors.

### Lab Space Audits

The SC shall conduct yearly audits of the use of lab space, including input from an instrumentalist, either as a member of the SC or an advisor. The audits should consider the following factors: (1) size of equipment that is or will be used or built, (2) number of personnel working in the lab on lab-related activities, (3) PI grant funding related to activities requiring a lab in the context of the overall sponsored project laboratory activity in the department, (4) self-described need of the space by the PI in the previous few years and in the upcoming year, (5) space committee walk-throughs observing the use of the space, (6) initial offer letter to the

incoming faculty member or research scientist (or letter from the Dean's Office at or around the time of the formation of the DAA), and (7) any outside divisional/campus audits of the departmental space use/allocation.

The annual lab space audits shall include a list of lab spaces that are being underutilized when considering these factors. This annual list is referred to as the "underutilized lab space list". Personnel associated with those spaces shall be informed that their space is on the underutilized list and given a chance to give a written response for departmental records. If the lab space is again on the underutilized lab space list for a second year in a row, the SC shall consider alternate use of the space that would be more beneficial to the department, and submit a recommendation for the space to the DAA Chair. The DAA Chair will then decide on space allocation changes.

## Choosing Lab Space to Offer to New Faculty

Before scheduling a short-list visit for a faculty candidate who would need lab space as part of their program the DAA Chair will consult the SC about what space is most appropriate to offer them. The expectation is that it will be a space that has been on the underutilized lab space list. If this space is currently associated with a faculty member or research scientist, the DAA Chair is responsible for discussing the space transfer with that person and making a decision based on those discussions.

## Lab Safety

Each faculty member or research scientist assigned laboratory space is responsible for understanding and following all environmental health and safety requirements established by the university. As part of this, each lab space is required to have a safety coordinator (independently defined from the department-wide safety coordinator) defined by the person in charge of the space, and documented in written communication to the CAO. The safety coordinator will be responsible for interactions with campus EH&S personnel about the space, and ensuring compliance with all EH&S requirements.

## Shared Lab Space

A listing of the shared lab spaces shall be maintained by the SC. Each shared lab space shall have at least one safety coordinator assigned to it. The expectation is that the safety coordinator be one of the frequent users of the space. The safety coordinator will establish and document what training is necessary to gain access to the space, and will maintain a list of personnel who are authorized to use the space. The document specifying the training required and the list of personnel who have access to the shared space shall be posted on all entrances to the shared space. The details of each shared lab space, and links to the documentation required to each space, are in [6].

## 5. Remote Observing Space

Many telescopes and observatories are controlled entirely remotely in normal operation. While remote telescope control is often possible from a laptop anywhere in the world, a space dedicated to remote observing is useful especially in an educational context where groups of students may conduct remote observations or where faculty can advise students during remote observations.

Remote observing is considered an important use of space by the DAA, and support of this space will be coordinated between the SC and the faculty members and research scientists who use this space. The remote observing space is governed by the same policies and documentation requirements as the shared lab space.

## 6. Server Room

Space is made available in the building to accommodate the needs of computing, depending on departmental needs and how they are being fulfilled. Requesting the installation of new equipment, and maintenance of existing equipment, is covered in separate policies and procedures regarding computing.

## 7. Interaction Spaces

The SC is responsible for maintaining a list of interaction spaces in the department along with defining how reservation and use of that space is governed. Interaction spaces are intended for use by department members and their guests, and should be used in a way that is not significantly disruptive to the other business of the department. The SC is responsible for periodically evaluating the use of and need for interaction spaces. Interaction Spaces, their calendars, and the procedures for reserving them are described in [5].

## 8. Common Areas

Common areas include hallways, alcoves or vestibules, balconies, staircases, and other areas not separable from the open space within the department.

Common areas shall not be used as storage areas for file cabinets, unused furniture, bicycles, or any other personal items or professional items associated with a single person or particular research group.

The display of items in common areas must be expressly approved by the SC. Items that are on display in common areas must not present any hazard to emergency evacuation or equitable access to the department by all personnel.

## 9. Ending Use of Space

When a person stops using any space, they are expected to vacate space and leave it in appropriate condition for another person to move into it and make beneficial use of it immediately. The details and context of this requirement are described below, including the conditions under which ending use of space is required due to changing roles is described below.

### When to execute space reassignment due to changing roles

When a change in role or change in time spent in the space changes the expected space allocation as defined in Table 1, the person changing roles shall alert the SC, and the SC shall assign them new space. The person is then required to execute all of the requirements of ending use of their space as described below before moving into their new space.

As an example, when a faculty member transitions to being emeritus, they must move out of their dedicated office and move into their shared office, as defined in Table 1.

### Ending Use of an Office

When ending the use of an office, all personal and professional items must be removed from the office and the office must be left clean and ready for another person to move in. Any repairs that are needed for the office must be communicated to the CAO. The key to the office must be returned, and upon return of the key the CAO shall conduct a walk-through of the office to ensure the office space is appropriately vacated.

### Ending Use of a Lab

When ending the use of a lab, all personal and professional items must be removed from the lab, or where they are generally useful items owned by the university, the inventory of such items shall be communicated to the SC and the SC shall document those items for possible future use by another member of the DAA. The key to the lab must be returned, and upon return of the key the CAO shall conduct a walk-through of the lab to ensure the lab space is appropriately vacated.

## 10. Space assigned to personnel without appointment in or affiliation with the DAA

The scope and execution of this policy is affected by the history that many of the people within the DAA were formally associated with the Department of Physics, and that personnel who are associated with the Department of Physics and in some cases not associated with the DAA have space assigned to them within the areas administered in the scope described above. As

agreed during the transitional period, no changes to assigned space based on affiliation will occur during the 2023-2024 academic year. In all future space decisions, letters from the Dean's Office at or around the time of the DAA formation will be taken in consideration in the same way that an "initial offer letter" is considered in the audits described above. Some specific comments on laboratory and office space are included below.

#### Laboratory Spaces:

- New lab space assignments will go only to personnel who have an appointment in the DAA.
- Laboratory space audits based on the metrics discussed in this space policy will be conducted regardless of the appointment of the person the space is assigned to, and the output of those audits will be used as input to space decisions. In those audits, letters from the Dean associated with space assignment will be considered in the same way that an "initial offer letter" is considered.
- In future space decisions, priority will be given to making space available for new personnel with an appointment in the DAA who require laboratory space for their research program.

#### Office Spaces:

- New office space assignments to personnel with no appointment in the DAA will only be made in special circumstances based on advocacy by someone with an appointment in or affiliation with the DAA. Those requests must be submitted to the SC for review and determination if space assignment is appropriate and what space should be assigned. The decision of the SC can be appealed to the DAA Chair if there is a disagreement.
- Office space occupied by personnel with no appointment or affiliation in the DAA will be reviewed annually and will be maintained if the office would be reasonably assigned to them if their appointment was in the DAA, and if any of the following is true:
  - There is no significant need for the office
  - The person is supervised by, substantially collaborating with, or supervising personnel who have an appointment in the DAA or are a student in a DAA academic program.