

HSRC BUILDING SPACE-ASSIGNMENT AND -UTILIZATION
HSRC OPERATING PRINCIPLES
EMMA ECCLES JONES COLLEGE OF EDUCATION & HUMAN SERVICES
October 10, 2007

Faculty and professional staff have been enormously successful in recent months in securing external funding for research and development activities in the human services areas, as represented by the various disciplines within the Emma Eccles Jones College of Education and Human Services. There is every reason to believe that this success rate will continue and will likely accelerate in the future. Success with external funding necessarily results in an increased need for space to support the activities and personnel of each funded project. Given the need for space and based on the space-assignment and -utilization policy under which projects were originally assigned space, the HSRC Space Committee will be implementing space-assignment decisions based on the following principles:

- Only projects administered by units on the USU campus shall be assigned space
- Private offices will only be assigned to full-time key personnel (Priority 1: Project/Unit Directors; Priority 2: Senior Faculty Appointments; Priority 3: Fulltime professional faculty or staff).
- When personnel having primary assignments in an academic department are displaced as a result of research that generates indirect return to the CEHS, the Department Head may request temporary HSRC office space for a specified period of time. Annual review of these requests is required and continued space allocation is subject to existing policy.
- Change in occupancy of a private office must be approved through the HSRC Space Committee.
- No individual shall have more than one office and/or module within the HSRC Building.
- Two modules may be reconfigured into one office space only if the individual to occupy the double module is a senior, full-time key personnel (as defined by the project).
- All changes in **reconfiguration** or **repurpose** of space must be approved through the HSRC Space Committee.
- All space must be utilized full-time
 - * Employees who work less than 50% must share space to the fullest extent possible
 - * Offices and double modules may not be held for transitory or itinerant personnel whose primary functions are not within the locale of the project; shared modular space may be used for such personnel
 - * Space may not be held for personnel whose project assignments are in another locale, such as Ogden or SLC
 - * Graduate assistants, work study assistants, and other part-time employees will be assigned modular space based on their hourly workloads and priority roles in the project
 - * No graduate assistant, work study assistant, or other part-time employee may occupy a private office
- Once project funding has ended, personnel must vacate the space. Vacated space will then be reassigned by the HSRC Space Committee. Occupancy of the space for a brief transition or bridging period between projects will be considered if (a) a written request is made to the HSRC Space

Committee and (b) the CG01 Form for the grant that will fund the future project is attached to the space request. The Committee will then convene for a decision on bridging space.

- All changes in assigned space must be channeled through the HSRC Space Committee; staff and project directors are not authorized to trade, negotiate, or pressure other project personnel for modules, private offices, or storage space.
- Office or modular space may not be used for archival storage purposes.
- Modular space may be used for supplies and equipment needed for developing, storing, and disseminating products/information developed by the project.
- Use of HSRC 105 (Conference Room) must be shared and scheduled through the CPD.
- Use of HSRC commons areas must be shared and scheduled by designated personnel on each floor of the HSRC.
- Groups, classes, or seminars may meet within the HSRC on an arranged basis, consistent with the mission/goals of the units/projects housed therein

The HSRC Space Committee, under the leadership of Dean Foley, is comprised of Bryce Fifield, Charleen Nealy, Gretchen Peacock, Cyndi Rowland, Ben Lignugaris/Kraft, Scot Allgood, Mary Roe, and Jamison Fargo (Chair). Space-request forms may be obtained from any of the committee members. Once a project is funded, Project Directors must submit a formal request for space to the Chair of the HSRC Space Committee.