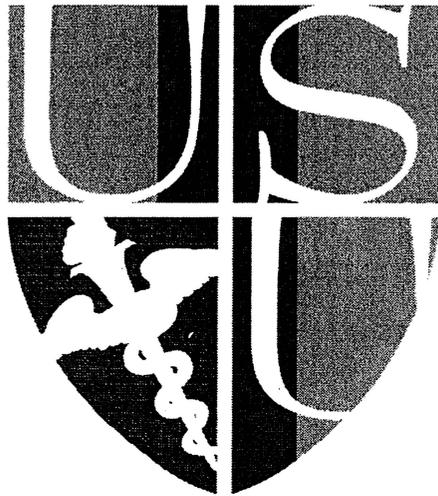


**USUHS
INSTRUCTION**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: University Space Committee

Instruction 5306

MAY 22 2008

ABSTRACT

This Instruction implements DOD policy at the Uniformed Services University of the Health Sciences (USUHS) concerning the utilization, utilization review, and allocation or reallocation of space.

A. Purpose.

1. This Instruction assigns responsibilities and procedures for the utilization, utilization review, and allocation or reallocation of all space in support of the overall mission and the strategic plan of the Uniformed Services University of the Health Sciences (USUHS).

2. Establishes guidelines and procedures for the utilization, utilization review, and allocation or reallocation of all space in support of the overall mission of USUHS.

3. Delineates the responsibilities of Key Personnel involved in the implementation of these procedures.

B. Reference. See *Enclosure 1, Reference.*

C. Applicability. The provision for this Instruction applies to all space allocated to USUHS, including all USUHS campus buildings, AFRRI buildings, and Buildings 28, 53, 59, and 79. This includes, but is not limited to, space used for teaching, research and development (R&D), office and support, or storage. This does not include space controlled by affiliated hospitals or assigned to USUHS within affiliated hospitals.

D. Definitions.

1. The University Space Committee (USC) is appointed by the President, USUHS (PRS) to review space-related requests and issues and to make advisory recommendations to the PRS.

2. The USC Space Survey is a report to the PRS, which will be used to establish, update and maintain a database of space utilization.

3. Space for teaching is primarily used for instruction of undergraduate or graduate students matriculated at USUHS or residents, and fellows receiving instruction at USUHS.

4. Space for research and development is used primarily for work performed under approved protocols.

5. Space for office and support is used by faculty or staff in support of mission-essential functions designated by the PRS, including administrative functions, and operations in support of personnel, teaching, or R&D.

6. Storage space is used primarily for retaining materials or items of equipment that are not in regular or current use.

7. Key Personnel for space utilization are the Vice-Presidents, Deans, Chairs, Activity Heads, and Members of the USC. The Chairman of the USC will be the Space Coordinator for USUHS.

E. Policy.

1. Space throughout the USUHS complex is assigned to teaching, R&D, or administrative missions and managed by Activity heads and Chairs. Key personnel for space utilization are responsible for ensuring that assigned space is utilized in a manner that best serves overall and essential missions of USUHS, and will keep the USC informed of relevant changes in space allocations (*see G. Procedures*).

2. General guidelines for allocating department/ division space will be based upon the following general considerations:

a. The extent of R&D or support activities requiring "wet" laboratories where an average population density of 180 +/-20 square feet per full-time equivalent employee (FTE) represents a generally effective allocation.

b. The extent of academic activities consisting primarily of instructional work or "dry" R&D where an average population density of 100 square feet per FTE represents a generally effective allocation. For combined "wet" and "dry" research, population densities may be adjusted to reflect the proportionate activity.

c. The extent of support activities primarily managed from offices (e.g. finance, security, logistics, facilities, planning, and computer-based or learning resources), a density of 100 sq. feet per FTE represents a typical allocation, but consideration will be given to safety and other matters unique to the specific administrative or support operations.

3. Voting members of the USC will include the Dean, School of Medicine (DEN), the Dean, Graduate School of Nursing (GSN), the Director of AFFRI, and the Vice President for Finance and Administration (VFA). The Chief of Staff will be an *ex-officio* member. The USC Chair will be appointed by the PRS from the USUHS faculty upon recommendation of the President of the Faculty Senate. The entire Committee will constitute a quorum for voting on recommendations to the PRS. The Chair will vote only in case of a tie. Informational sessions may be conducted with at least 3 members or Deputies in attendance.

4. Recommendations by the USC will indicate Approval, Disapproval or Deferral for additional information. Efforts will be made to achieve consensus. When necessary, and with notification to the Chair, a Member may be represented by an informed Deputy and may confirm assent to any recommendation by telephone, FAX, or email to the Chair.

5. The USC will access Space Surveys and a related database as an aid to evaluation of space utilization and requests for new space allocations or re-allocations. After completion of a baseline Space Survey, each activity will be assigned a specific date by which to submit updated survey information at intervals no greater than two years. The Space Survey will comprise a document approved by the USC and will request information relevant to teaching, R&D, and support or administrative functions.

6. Conduct of Business.

a. Business will come before the meeting only at the request of the PRS or a Member of the USC.

b. Staff, faculty, or Activity Heads who fail to obtain a hearing for new space allocation or a space readjustment by request through a Member of the USC may petition the USC through the Faculty Senate (*see G. Procedures*).

c. The Committee will undertake periodic reviews of overall space utilization at USUHS and report annually to the PRS. Such annual report should be based upon tours of the physical facilities in conjunction with an evaluation of space management and reference to Space Surveys.

d. Members may call upon the advice of any space users or administrators within University components of Teaching, R&D or Administration and Support. Such advice and related discussions within the USC, by Members, Deputies or invited guests will be held confidential. Release of any recorded summaries is subject to discretion of the PRS.

F. Responsibility.

1. The PRS shall:
 - a. Appoint the USC Chair.
 - b. Ensure administrative support to the USC for the generation of the Space Survey and related maintenance of a database.
 - c. Make decisions based upon recommendations or reports of the USC and

notify the USC of those decisions.

2. Key Personnel (see D. Definitions) shall:

a. Submit surveys of space under their purview to the PRS through the USC and ensure accuracy of such surveys.

b. Review, endorse, and forward as appropriate, any requests from faculty or staff for changes in space allocations.

3. The USC shall:

a. Establish and implement a schedule for the Space Surveys, determine the content of such surveys, review and analyze results of such Surveys, and ensure that data are congruent with actual use (*see G. Procedures*).

b. Evaluate results of on-site visits and consider any other relevant information needed to provide reports and/or recommendations on space utilization to the PRS.

c. Review requests forwarded by the PRS or through Members of the USC by Key Personnel (*see D. Definitions*) and provide timely recommendations.

d. Coordinate internal and external communication on space Issues.

G. Procedures. Detailed in Enclosure 2.



Charles L. Rice, M.D.
President

Enclosures:

1. Reference
2. Procedures

REFERENCE

- (a) DOD Instruction 5305.5, "Space Management Procedures, National Capital Region," dated June 14, 1999

PROCEDURES

1. **MEETINGS:** The Committee (USC) will hold business meetings quarterly or more often at the request of the PRS or Members. The USC may hold interim informational sessions. Minutes of each business meeting will be recorded by the Chair or Chief of Staff, approved by the USC and forwarded to the PRS. Minutes will list Members, Deputies or invited guests present, summarize subjects or issues discussed, and report specific suggestions or recommendations. Distribution of minutes will be a prerogative of the PRS.
2. **AGENDA:** Agenda items will be submitted to the USC by the PRS, or by Members of the USC. Activity Heads, tenured faculty or other permanent University staff may petition the USC through the Faculty Assembly when a written request for new space or space readjustment has not otherwise been introduced by a USC Member or the PRS. Such petition must be justified by a peer review organized by the Faculty Senate and will be placed onto the agenda with a Critical or New Item priority as indicated. Such petition must include a management review (*see* item 4).
3. **PRIORITIES:** The USC agenda will be prioritized by the Chair and Chief of Staff in consultation with other Members. The Chair and Chief of Staff will ensure that discussion of requests is apportioned between categories listed below with priority to Expedited and Critical issues.
 - a Expedited: immediate advice requested by the PRS.
 - b Critical: (a) space problems which bear upon the health or safety of the faculty, staff or employees or (b) space problems which must be resolved in order to retain academic accreditation or federal or state licensures or (c) space problems which jeopardize funding to the USUHS or any component thereof or (d) space problems which jeopardize academic integrity.
 - c New Item: (a) space requirements imposed by new operational mandates of the DOD, (b) space requirements for newly funded teaching or R&D programs, or (c) space requirements for new or proposed faculty hires.
 - d Readjustment: (a) requests for space exchanges or space sharing (b) requests for expansion or reallocation of space to existing programs or productive multi-uses, (c) redevelopment of multi-use spaces.
4. **EVALUATION OF PROPOSALS:** Each space allocation proposal must be submitted in writing with documentation. The USC will provide Activity Heads with guidelines designed to assist in Committee deliberations. Requests for R&D or Teaching space should generally include a management review by an appropriate Vice President, Vice Dean or Administrator for Research, Investigation, Teaching, or Teaching and Research Support. Committee members or informed Deputies may conduct site visits and request confidential evaluations from other referees. Mission relevance, the sustainability of funds for personnel or wet lab operations and congruity with the USUHS strategic plan will be considered.

- 5. SURVEY AND RELATED GUIDELINES:** Vice-Presidents, Deans, Chairs and Activity Heads shall keep the USC apprised of alterations in space allocation by means of requested annual or biennial surveys. Design of Surveys will be guided by the VFA with advice from other USC Members. Vice-Presidents, Deans or other USC Members will keep the USC current with respect to major space realignments anticipated or in progress within their respective areas of operational supervision.
- 6. USC-INITIATED RECOMMENDATIONS:** The USC may initiate independent recommendations or reports to the PRS based upon the results of periodic reviews of space utilization. Parties affected, including Activity Heads, Departmental Chairs, Tenured Faculty, Service Members or Permanent Staff will be appropriately notified and invited to comment for the Committee's consideration. The USC will give such comments due consideration in formulating recommendations or reports and when indicated may initiate informal meetings for direct exchanges of views or explanation of issues to concerned parties.