**SPACE POLICY**

Faculty members in the Department of Chemistry and Biochemistry are entitled to the assignment of space appropriate to their functions as teachers and researchers. This space includes an office and laboratory areas that are assigned personally to the faculty member, as well as the use of space that is shared among several faculty members.

1. The Space Committee shall provide regular review of the space formula and provide recommendations to the Department Chair for action in accordance with the Departmental Space Formula as described below.
2. Space should be allocated according to the needs of faculty research programs consistent with the Departmental Space Formula, as described below. Major changes to the Space Formula shall require approval by two-thirds of the faculty.
3. Faculty holding partial FTEs, for example FTEs shared with other departments, do not automatically receive space in the Department.
4. Space of faculty with no research funding and no graduate students or postdoctoral scholars for a consecutive four years, shall be subject to reassignment by the Department Chair, based on review and recommendation by the Space Committee. Such faculty is eligible for a faculty office only.

**Departmental Space Formula**

The following table indicates the number of square feet to be allotted to faculty based on the size and composition of the research group:

* 800 Base allocation for each research-active Experimental Faculty. This provides for the faculty member plus two research group members.
* 400 Base allocation for each research-active Theoretical/Computational Faculty. This provides for the faculty member plus one research group member.
* 200 Base allocation for each research-active Chemical Education Faculty. This provides for the faculty member only.

After base allocation:

* 200 for each additional experimental PhD graduate student, postdoc, project scientist, research scientist, staff research associate or technician.
* 100 for each additional theoretical/computational PhD graduate student, postdoctoral scholars, project scientist, research scientist, staff research associate or technician.