Gevirtz Graduate School of Education
Research Space Guiding Principles

The considerations delineated below are intended to clearly communicate the Guiding Principles that are used when assigning research space in the Gevirtz Graduate School of Education. The spirit of these guiding principles is that the GGSE seeks to support productive scholars. The optimal use of space requires both administrative leadership and the cooperation and collaboration of the GGSE community of scholars. The Council of Principal Investigators annually reviews the principles by which research space is assigned. The Council comprises two representatives from each department, chosen by the dean, who are current funded investigators.

1. Externally funded projects managed by the GGSE Contracts and Grants Office are the absolute top priority when allocating research space (necessary space is determined by examining the scope of the project and the number of students working as Graduate Student Researchers or Student Assistants).

2. Intramurally funded projects managed by the GGSE Contracts and Grants Office (e.g., UCOP, Academic Senate, Faculty Research Assistance Program (FRAP)) are the second highest priority when allocating research space (appropriate space is determined by examining the scope of the project and the number of students working as Graduate Student Researchers or Student Assistants).

3. Early Career Scholars (those pre-tenure) are the third priority in the allocation of research space (necessary space is determined by examining the scope of the proposed projects).

4. Scholarship that is unfunded is the lowest priority in receiving research space assignments. However, when possible, the GGSE provides limited space (often shared) for such scholarship.

Scholars with unfunded space assignments are strongly encouraged to actively pursue extramural funding.

Scholars with multiple projects are expected to share the research space across their projects as limited space resources prohibit assigning research space for each project independently. In addition, space is typically assigned to faculty serving as Journal Editors, however, pending availability this may be shared with their research project(s).

Scholars are typically given an interim-grace-period when a project ends. Large projects that come to an end are immediately requested to condense into a minimal number of offices between funding cycles. This interim-grace-period usually is 12 months, and when space permits those actively pursuing additional support typically continue to receive minimal space allocation.

Storage space for research files continues to be an ongoing challenge. This challenge has been navigated by offering time-limited storage of filing cabinets or files, which are expunged upon the pre-specified expiration date and or converted to electronic storage options.
The Process

Each Spring a Request for Research Space for the subsequent year is sent to all faculty. The Contracts and Grants Office compiles this information and the Assistant Dean is responsible for reviewing the materials, consulting with the Council, and making recommendations to the Dean for consideration. Space assignments for the subsequent academic year are typically completed by the end of spring quarter, with transitions usually scheduled during the summer months.

In addition, any GGSE faculty may submit a Request for Research Space during the academic year. Mid-academic-year requests for flexible research space will be reviewed within two weeks of submission; however, such space assignments depend on availability. Funded projects that provide full support for graduate students will be given top priority whenever they are submitted for consideration.

Proactive Information and Activities

When scholars (faculty, researchers and emeriti research faculty) submit proposals for funding they should indicate what their space needs might be to accomplish the proposed research. The Assistant Dean is responsible for monitoring such requests and making recommendations to the Dean regarding timely space assignments.

Faculty input (primarily through the Council of Principal Investigators) will be sought at every stage of space assignments and transfers. The goal of this process is to enhance the research, teaching, and public engagement missions of the GGSE.