

# **Gevirtz Graduate School of Education**

## **Space Allocation and Management Guidelines**

The Dean of the Gevirtz School has the responsibility and is accountable for managing resources that are administered on behalf of the University. The Dean also has the responsibility for ensuring that space allocations meet mandated health and safety requirements. Optimizing space assignments ensures that our physical resources are used effectively. The Assistant Dean reviews annual space audit reports with the Dean to determine space allocations throughout the building each year. While space allocations may vary based on the unique needs of specific departments and programs, space in the Education Building (UCSB Building #275) will generally be reviewed according to the following guidelines:

- The Dean and Assistant Dean are responsible for the management, assignment, and reassignment of all space in the Education building,
- Faculty and programs are granted occupancy of space by the Dean, but these assignments are not in perpetuity.
- One academic office will be allocated for each permanent faculty member.
- Continuing lecturers will usually be allocated shared offices, based upon need and availability of space.
- Research space allocations are determined by the Dean based upon guiding principles that have been defined in consultation with the Council of PIs, and are reviewed on an annual basis.
- Shared graduate student office space is available for students who are engaged in instruction, e.g. serving as Teaching Assistants or Teaching Associates.
- Shared office space for emeriti faculty may be assigned for a specified period of time when the retiree has been recalled to teach or has active funded extramural research.
- Administrative/staff space will be allocated based on operational needs.
- Clinic and center spaces are allocated by the Dean for a specified period of time, based upon availability of space that meets specific functional needs.
- Conference, seminar, and laboratory spaces are allocated by the Dean based upon functional needs of the school and/or departments.
- Chairs and directors may request a change in function, modification, or renovation of existing space to the Dean and will only be considered if justified by a specific need.
- Assigned space should not be used by occupants solely for the storage of disposable records or files, furniture and equipment, trash, or personal or non-university business-related items.