



POLICY ON RESEARCH SPACE ASSIGNMENT

Issue Date: June 12, 2023

Supersedes: Research Space Assignment policy, dated July 8, 2016

Last Review: June 12, 2023

I. PURPOSE

The purpose of this policy is to provide guidance about the process by which laboratory and other research space is assigned to promote research activity at New York Medical College while making the most efficient use of College resources.

II. POLICY

It is the policy of New York Medical College to use its research space to promote scholarly research of its schools, departments, institutes, programs, and faculty in alignment with NYMC's overall mission, strategy, and goals. The Vice President for Research is allocated the authority to assign, reassign, and evaluate space based on availability, program needs, and the relative goals and priorities of the College.

III. SCOPE

This policy applies to the allocation of all Research Space at the College.

IV. DEFINITIONS

The College means New York Medical College.

Eligible Researcher means full-time faculty with an appointment to the School of Medicine, School of Health Sciences and Practice, and or the Graduate School of Biomedical Sciences. In exceptional circumstances involving substantial Research Funding, part-time faculty may be considered to be Eligible Researchers.

Research Funding means funding from any source, including extramural and departmental.

Research Space means any space assigned by the College to an Eligible Researcher to support research activities. Research Space may include laboratory bench space, open

bay laboratories, shared equipment space, storage space, and office space primarily used for conducting research. It does not include faculty members' primary academic offices, departmental administrative or instructional space, or research space not administered by the College.

Research Personnel means regular faculty, research track faculty, adjunct faculty, technical research staff, graduate students, postdoctoral fellows, clinical research fellows, research nurses, research laboratory assistants, clinical research coordinators, and any other individuals directly supporting research activities.

The **Vice President** means the Vice President for Research.

V. PROCEDURES

- A. All Research Space is the property of the College. The responsibility for allocating Research Space to Eligible Researchers rests with the Vice President.
- B. Any Eligible Faculty desiring research space may make a request to the Vice President at any time in writing. Examples of events that may be appropriate for the allocation of new or additional research space include a faculty's initial hire at the College and the receipt of additional Research Funding. Given that there is a finite amount of research space available at the College, there is no guarantee that a request for new or additional space will be granted.
- C. The Vice President will assign and reassign space in ways that best balance the resources and priorities of the College, including assessment of one or more of the following non-exclusive criteria:
 1. The amount and length of any Research Funding supporting the research activities of the Eligible Faculty.
 2. The number of Research Personnel needed to support the research activities of the Eligible Faculty.
 3. The needs of different kinds of research activities, such as office-based, wet benches, or specialized environments, instrumentation, or equipment (e.g., fume hoods, imaging technology).
 4. The location and/or configuration of available research space (e.g., proximity to animal facilities).
 5. The quality of research activities conducted in the research space in terms of publication, citations, or other objective measures.
 6. The extent to which space is needed to support the efforts of new Eligible Faculty to obtain Research Funding.
 7. The historical research activities of the Eligible Faculty.
 8. The potential for future Research Funding related to the research activities.

9. The extent to which the Eligible Faculty member's research activities have increased or declined over time.
 10. The extent to which the Eligible Faculty member's research space needs are accommodated in "off-site" facilities.
 11. The strategic goals and priorities of the College.
- D. The Vice President will review the College's overall Research Space allocations on a regular basis to ensure best use of the College's finite space. Research Space allocations are never permanent and may be adjusted (up or down), depending on changes in an Eligible Researcher's research activities.
- E. If the Vice President determines that an Eligible Researcher's Research Space allocation should be reduced or removed, he will provide notice to the Eligible Researcher in writing. The Eligible Researcher may submit a written appeal within 7 days of such notice if they believe facts justify continuation of Research Space allocations. The Vice President will review all timely filed appeals but retains ultimate discretion to confirm or revise his initial determination.

VI. EFFECTIVE DATE

This policy is effective immediately.

VII. POLICY MANAGEMENT

Executive Stakeholder:	Vice President for Research
Oversight Office:	Office of Research Administration