

Space Allocation Policy



1.0 Overview

The Huck Institutes of the Life Sciences and the Pennsylvania State University have made significant investments in Huck facilities, and it is important that space in those facilities is assigned and used effectively to support their respective missions.

2.0 Purpose

The purpose of this policy is to establish guidelines for the allocation of space within facilities assigned to The Huck Institutes of the Life Sciences.

3.0 Scope

This policy applies to any occupant who uses space in facilities that are assigned and managed by The Huck Institutes of the Life Sciences.

4.0 Policy

4.1 Approval

All spaces within Huck Facilities are assigned and approved by the Director of The Huck Institutes of the Life Sciences.

4.2 Period

All space is allocated on a yearly basis, effective July 1 through June 30. Temporary space may be assigned in the event a position starts prior to or after the July 1 date. If temporary space is assigned, the space allocation will be until the June 30 deadline.

4.3 Terms

- Lab Space is designed and assigned based on thematic research.
 - Research groups are evaluated to ensure they are compatible with other groups using shared space.
 - Opportunities for collaboration are considered when assigning space near other research groups.
 - Total research group size, including the number of Grad Students, Post Docs, and research staff are considered when assigning space.
 - Undergrads are not assigned space in Huck Facilities and are not considered as part of the total research group size.
 - Faculty, staff, and other occupants of Penn State will not be allocated a permanent office space within a Huck facility if one office space has been designated on campus unless approved by the Director of the Huck Institutes.
- When multiple individuals share an office, visual access into the space is needed to ensure everyone's safety.

4.4 Annual Review of Space

Each year, space is reviewed based on current use, needs, total grants, and funded staff. The Director of The Huck Institutes of the Life Sciences makes final approval of space assignment on a yearly basis, prior to July 1 of each fiscal year.

5.0 Enforcement

Any employee, student or visitor found to have violated this policy may be subject to revocation of privileges as well as disciplinary action by their administrative unit, the College, or the University.

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

This publication is available in alternative media on request.

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