

# SPACE GUIDELINES

*College of Education & Human Development*



TEXAS A&M UNIVERSITY  
Education &  
Human Development





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## **I. PREAMBLE: BEST PRACTICES FOR THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**

All College of Education and Human Development (CEHD) buildings and spaces are to support the mission of Texas A&M University and the CEHD, as a whole, and are subject to assignment and reassignment by the Space Planning Advisory Committee in Education and Human Development (SPACE) and after the appropriate approval of the Department Head(s) / Unit Head(s) and the Assistant Dean for Finance and Business Services to meet the overall needs and best interests of the institution. Long-range planning for optimum use of these valuable college assets is an ongoing process.

The assignment and use of space can change based on CEHD priorities. This may include space currently and traditionally held by department / units. Policies and procedures that guide space assignment and reassignment are the responsibility of SPACE, unless otherwise specified by the Dean. Space assigned to departments and units, whether in a single space or multiple facilities, may be reassigned or reallocated within and among internal departments to meet CEHD goals and purposes.

## **II. INTRODUCTION**

Among the many resources needed to accomplish the mission of the CEHD, facility resources—particularly the allocation of space—are critical. Similar to other essential components such as personnel, financial support, and equipment, it is recognized that space is finite, and that the creation of new space is a slow and expensive process that is not always possible. Therefore, decisions regarding space need to be made within the context of utilizing existing resources in the most effective manner possible. The assignment and reallocation of space needs to be accomplished thoughtfully and in accordance with guidelines and criteria that meet the needs of CEHD's current and future mission and programs. The decision-making process needs to consider the special needs and unique differences among the departments. With this understanding, the following guidelines have been developed for CEHD space utilization. These guidelines and the following assignment criteria are intended to:

1. Acknowledge that space is a limited resource that should be considered an integral component in program planning regarding budget, personnel, and equipment.
2. Recognize the individual space and facility support needs of each CEHD department/unit, as well as central CEHD needs overall.
3. Promote stewardship and accountability for space assigned to the relevant CEHD departments.

4. Promote a process that:
  - Is open and consistently implemented across all of the CEHD.
  - Provides for the efficient distribution of space within the CEHD and a process for resolving conflicting interests both expeditiously and fairly.
  - Produces recommendations based on an objective assessment of need, accepted measures of productivity, and the priorities of the CEHD.
5. Promote long-range strategic space planning that cuts across CEHD departments / units. It is expected that space allocations within departments / units are evaluated on a biannual basis as part of regular review procedures. As one potential outcome of the review, changes in space assignments should be forwarded to SPACe for updating the college space inventory.

### III. EXPECTATIONS AND GUIDELINES

1. The CEHD operates in a dynamic environment. To be successful, it must use its resources flexibly to not only create change but also adapt to it. It is recognized that space, particularly research and lab space, cannot be assigned permanently or for an unlimited period to any one individual, program, or unit. Space may require reallocation based on need, productivity, or evolving priorities.
2. SPACe, after the approval of the Department Head / Unit Head and with the approval of the Assistant Dean for Business Services, has the authority to approve or not approve space assignments that are currently occupied and assigned to the college among its internal units to meet the programmatic plans of the college.
3. For units and programs that are jointly administered, space may be reassigned across major administrative units with the unanimous agreement of the relevant department heads / unit heads. In these matters, the lead department (who is seeking the change/need) has the responsibility to facilitate the resolution of space issues relative to the unit. If the department heads / unit heads are unable to come to an agreement, SPACe can serve as an arbiter, through the request process.
4. Program and personnel planning must make explicit the implications for space assignment. Program creation, growth, or contraction must include a component that identifies a space plan. Similarly, all personnel hiring, and contract and grant decisions require a space plan approved in advance of the offer with arrangements for space to be available when the offer, contract, or grant is implemented. Primary responsibility for these provisions rests with the lead dean(s) associated with the project and with the department heads / unit heads of the associated units.

- Request for new space, reallocation of space, or change in the use of space must be submitted to SPACe using the CEHD Space Request Form at least 30 days prior to the need, otherwise it will be addressed during the next review/meeting of the SPACe.
5. Utilization of space, particularly but not limited to the amount of space and type, will be a consideration at the time of the annual faculty performance review. Space, as a resource, should be allocated in proportion to the productivity of each faculty member and within the contextual needs of each discipline/set of responsibilities. Adjustments to the space assigned may be made based on this review.
  6. When space becomes vacant or changes occur, regardless of the reason, the space vacancy or change in space allocation shall be communicated to SPACe, within 30 days. This is in specific regard to updating the college space inventory database, where the SPACe committee is not involved in decision making related to space allocations.
  7. SPACe, in consultation with the Department Heads / Unit Heads and the Assistant Dean for Finance and Business Services, have the responsibility for examining space needs across the college and assessing the assignment of space based on the need to support college and department priorities. The Committee may act on behalf of the college. In the event that the CEHD Space Planning Advisory Committee cannot reach a resolution, the matter will be decided by the Assistant Dean for Finance and Business Services.

#### **IV. SPACE ASSIGNMENT GUIDELINES AND CRITERIA**

##### **A. OFFICE SPACE**

All faculty, academic and non-academic staff, and graduate assistants should be assigned suitable office space to carry out their responsibilities. Suitability may be defined in a variety of ways. For example, suitable space may be located in or adjacent to a laboratory; in or adjacent to a clinic or other clinical facility; in or adjacent to a studio or other space designated for creative endeavors; or otherwise situated at the discretion of the department head / unit head. At the discretion of the department head / unit head, this could include shared office space.

1. Departments or units should provide suitable workspace for the full-time faculty and staff, including centralized services individuals from Technology Services, Human Resources and Organizational Effectiveness, Facilities and Energy Services, and Finance and Business Services.
2. Part-time faculty and staff can be assigned an office shared with part-time, emeriti, or other similarly situated faculty and staff.
3. Recognizing the limited amount of space, faculty and staff should not be assigned more than one office.
4. Based on past practice and because they do not have full-time duties, all graduate assistants will share office space. Undergraduate students will not be assigned private office space.

5. Office assignments are temporary and may be reallocated as needs change.
6. In general, office space assignments are at the direction and discretion of department heads / unit heads.
7. Office space, both solo and shared, will be assigned considering the following criteria:
  - Level of responsibilities.
  - Type of Appointment.
  - Level of productivity.
  - Proximity to other assigned space (i.e., laboratory, studio or clinical space).
  - Proximity to other faculty with similar academic interests or a demonstrated interest and commitment to collaborative scholarship.

## B. RESEARCH AND RELATED SUPPORT SPACE

Faculty with a research agenda, creative project, or program approved by the relevant dean(s) should have adequate space for active research projects that meets current health and safety standards and other applicable faculty regulations. If space has been provided to a research or project team, the department head / unit head will be primarily responsible for ensuring that the space is utilized in accordance with the assignment approval. Support space shared by a number of researchers amongst multiple departments / units should be assigned and administered at the college level. At the discretion of the college, laboratory research space could also be shared space. The location, type, and amount of research space will be made at the discretion of the department/ college and/or SPACe in accordance with their needs and priorities.

1. A plan for research space for new faculty (including wet, dry, and specialty laboratories), or space for creative endeavors must be approved in advance of any offer and available when the faculty member is hired. It is understood that new faculty, especially junior faculty, are selected based on their potential for productivity in the future, as well as their accomplishments to date. At a minimum, a new faculty member must have developed a research agenda or program that conforms to the strategic plan of the relevant unit(s), as determined by their dean(s). Additionally, the new faculty member should display evidence of, or have strong potential for, some combination of the following:
  - Active and ongoing submission of extramural grant, contract, or other proposals to support their research or creative endeavors.
  - Ability to support funded graduate research assistants.
  - Involvement with collaborators in research team efforts both on campus and externally.
  - High priority outreach and extension activities, in accord with the department strategy.
2. Space assignments for new faculty should consider the following factors:
  - Projected duration of projects.

- Proximity to appropriate support space (i.e., animal management, biochemical hazard control, large equipment, and material storage, etc.).
  - Proximity to other assigned space (i.e., laboratory, studio, or clinical space).
  - Proximity to other faculty with similar academic interests with a demonstrated interest or commitment to collaborative scholarship.
3. Review of research space (including laboratories or studios) for currently appointed faculty will be part of the annual review process. The review of space will include:
- The amount and condition of current space assigned and/or required for the successful execution of funded research, including square footage, laboratory configuration, equipment/supplies/materials, and safety issues.
  - The number of personnel utilizing the space, including faculty, technicians, graduate students, post-doctoral fellows, etc.
  - Whether space is shared with other faculty and the estimated amount of time the space is used by each faculty member.
  - Records of productivity as outlined in number four below.
4. Space may be continued for currently appointed faculty considering a combination of the following:
- A research agenda or program that conforms to the strategic plans of the unit, college, and university, as determined by the relevant dean(s), in conjunction with the departments.
  - Recognition of active research over a three-year rolling average.
  - The projected duration of currently funded projects.
  - The identification of planned project renewal, new, or expanded projects.
  - Anticipated changes in the personnel levels required to accomplish the research program.
  - Interest in reconfiguration or an alternative space assignment that may facilitate a new project by relocating all or a portion of the assigned space to a different location, to better support new or ongoing collaborative research.
  - Proximity to appropriate support space and to other faculty with similar academic interests given a demonstrated interest and commitment to collaborative scholarship.
5. Requests for space need to consider the financial resources and the trajectory of growth that each faculty member's program brings to the unit/college. A review of allocation

priorities, based on the mission, goals, activities, and needs of the departments/college will be implemented.

6. SPACe, jointly with the department heads / unit heads, will review all assigned space allocated for research inclusive of jointly administered space every three years. A consistent process across the CEHD for reassessing need and renewing the assignment will be put in place based on the criteria that follow in this document. It is expected that department heads / unit heads conduct regular annual reviews of space allocation within their respective administrative units and make appropriate alterations in allocation of space consistent with this guideline. Changes in space assignments should be forwarded to SPACe for updating the college space database.
7. Inasmuch as contracts and grants are awarded for a defined period of time, the assignment of space to support an award is also to be time-limited in accordance with the provisions of the contract or grant. The consideration for continuing space assignment is contingent on the renewal of an award or a new award. During the request for renewal, the space assignment should also be reassessed. For additional information, please refer to our Research Space Guidelines.
8. Prior to applying for a new grant or contract where there is a need for new or renovated space, faculty should communicate their request through the established college process, including a detailed justification and sign-off from the department head/unit head, the Associate Dean for Research, and REO office to ensure compliance with relevant guidelines and regulations.
9. Due diligence should be exercised to avoid space reallocation during temporary interruptions in funding. An interruption of eighteen months or less may be tolerable, provided that the faculty have developed and implemented a sound plan for the continuation of funding within the coming eighteen months.
10. Wherever possible, shared research space will be prioritized over space used by a single faculty PI.
11. Individual faculty members will be informed of planned changes in space specifically allocated to them or their program and will have the opportunity to comment on and influence such decisions.  
As a matter of procedure, faculty members have the option to appeal to a higher level (Department Head / Unit Head, the Associate Dean for Research and the Assistant Dean for Finance and Business Services). Final appeals rest with SPACe.
12. The university has a responsibility to provide appropriate support for all three parts of a faculty member's role: teaching, research, and outreach. In many cases, that includes access to research space, but it does not guarantee exclusive access to a given space.

## V. BRANDING OF SPACES

All offices, rooms, and spaces within the CEHD should have uniform identification signs, temporary or permanent, that align with their function and programming.

1. Signs will display room numbers, Texas A&M University and/or CEHD logos and marks, space usage, personnel names, donor honorifics and recognition and/or other relevant information. Specific guidance can be found on myCEHD or contact CEHD MarCom for more information.
2. Requests for and development of signs within the CEHD shall follow processes and approvals in coordination with CEHD MarCom, Department Head(s) / Unit Head(s) and the Assistant Dean for Finance and Business Services, as appropriate.
3. Interior signage will meet the following criteria:
  - Follow a design system with consistent graphics, layout, and content to effectively communicate information, identification, or direction through letters, words, numbers, symbols, pictures, textures or patterns.
  - Reinforce university branding with appropriate colors, finishes and materials that reflect the campus identity.
  - Comply with accessibility requirements as outlined by all applicable federal, state, city, county and TAMU standards and regulations.
4. Exterior signage will adhere to guidelines set by the University.
  - Departments / units involved with exterior signage requests, in coordination with CEHD MarCom, will direct inquiries to the Office of the University Architect and follow the guidance and established standards for exterior signage to ensure compliance with TAMU's official campus master plan.

For additional information please refer to Texas A&M University Master Plan (2017); Texas A&M University Wayfinding & Signage Package (August 2020)

## VI. SPACE PLANNING ADVISORY COMMITTEE (SPACE) ROLES / RESPONSIBILITIES / MEMBERSHIP

The Space Planning Advisory Committee (SPACE) is established to be a consultative and advisory body for both short-term and long-range space allocation planning needs. The committee is charged with reviewing the annual space usage inventory, individual space requests, college-wide space plans, and plans for the use of new space to make recommendations to the Dean.

The Space Planning Advisory Committee (SPACE) meets monthly to review space-related issues and correlated resources. The recommendations are decided by the majority vote. The concurring signature of the Committee Chair is sufficient to begin implementing the recommendations. Robert's rules\* will apply, and minutes of the SPACE meetings will be documented.

The Space Planning Advisory Committee (SPACE) consists of the following members:

- Assistant Dean for Finance and Business Services – Chair
- Associate Dean for Research – Co-Chair
- Facility and Energy Services Representative
- MarCom Representative
- Department / Unit Heads and/or their designees
- Faculty Advisory Council Chair (or designee)
- Staff Advisory Council Chair (or designee)
- Council of Principal Investigators Chair (or designee)
- Other Members may be included, as necessary

It is the responsibility of each SPACE representative to identify a list of alternative representatives who can serve in his/her absence.

Terms are for three years and are renewable. The chair can be appointed by the Dean.

Subject matter experts and/or guests may be invited, as necessary.

Substantive amendments/changes to this document to be approved by SPACE and the Dean's Leadership.

*\*Robert's Rules of Order is a manual of parliamentary procedure used to guide meetings and decision-making in various organizations, including non-profit boards, committees, and other established groups. It provides a framework for orderly discussions, ensuring everyone has a chance to participate and that decisions are made fairly and efficiently*

# APPENDIX A - CEHD SPACE ALLOCATION

## HARRINGTON TOWER

- 1<sup>st</sup> floor – Dean’s Office
- 2<sup>nd</sup> floor – Teaching, Learning and Culture
- 3<sup>rd</sup> floor – Teaching, Learning and Culture
- 4<sup>th</sup> floor – Research Space; Shared Space with Dean’s Office and other Departments, as needed
- 5<sup>th</sup> floor – Educational Administration and Human Resource Development
- 6<sup>th</sup> floor – Educational Psychology
  - TBD – Based on Engineering vacated space
- 7<sup>th</sup> floor – Educational Psychology
- 8<sup>th</sup> floor – Dean’s Office

## GILCHRIST

- 1<sup>st</sup> floor – Kinesiology and Sport Management
- 2<sup>nd</sup> floor – Kinesiology and Sport Management
- 3<sup>rd</sup> floor – Kinesiology and Sport Management

## MILNER

- 3<sup>rd</sup> floor – TCALL and CAC/EPSY

## BECKY GATES CHILDREN’S CENTER

- 1<sup>st</sup> floor – BGCC

## BGCC MULTIPURPOSE ROOM

- BGCC

## CHARLOTTE SHARP CHILDREN’S CENTER

- 1<sup>st</sup> floor – CSCC
- 2<sup>nd</sup> floor – Institute for Early Childhood Education/TLAC

## PLAYER DEVELOPMENT CENTER

- KNSM

## PEAP

- 1<sup>st</sup> floor – KNSM
- 2<sup>nd</sup> floor – KNSM

**THE STACK**

- EPSY and the Dean's Office

**WHITECREEK MODULAR (0070)**

- Dean's Office/Research Space



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