*Please note:*

* *As soon as any faculty member or faculty fellow vacates 1,000 or more ASF of space, the space returns to the Dean.*
* *It is the responsibility of the department/ORU to request continued use of the space.*
* *The department’s proposal must be approved by the SOM Space Committee before the Chair/Director may move people in or execute his/her proposed plan.*

When a faculty member or faculty fellow leaves the university, retires, or moves to another department and vacates 1000 assignable square feet (ASF) or more of space, the chair/director must send 2 documents to the SOM Space committee:

1. Written **notification** of a coming departure
	1. Due 30 days before departure or as soon as known
	2. Submit via email to Karin.wong@ucsf.edu
	3. Please include:
		* + Name of person leaving
			+ Date of pending departure
			+ A detailed description of this person’s assigned space, *including room numbers and number of wet lab benches*.

1. A detailed **use proposal** and execution plan for the vacated space
	1. Due 60 days after the date of separation
	2. Submit via email to Karin.wong@ucsf.edu
	3. Please include:
		* Action planned (e.g. recruitments, reconfiguration, etc.)
		* Financial commitments
		* Space loans
		* Specific timelines for all of the above

If the departing faculty member will be recalled, please describe:

* + - * Any changes to the PI’s space use
			* Number of staff utilizing the PI’s assigned bench space

Each year a faculty member’s recall is extended, the committee will require an update on the above proposal.