*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](mailto: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](mailto: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.