

UCSF Procedure for Space that is Fallow for Greater than Two Years to be Returned to the Chancellor for Reallocation

Principle:

Space is a limited resource, and it is important that allocated space is used effectively. Space that is not being used should be made available for reassignment to meet other space needs. It is possible for space to remain unused for a short period of time (approximately one year) while active recruitments are underway or to accommodate renovations or moves of faculty and staff; however, space that has not been used for over two years should be considered fallow and returned to the Chancellor for reallocation.

Indicators of fallow space include:

- Research space that is identified as “PI Pending”
- Research space assigned to a department that generates Indirect Cost Recovery per assignable square feet (ICR/ASF) that is less than the metric target (to be determined)
- Academic and administrative space that does not have employees identified for the assignable offices and/or workstations
- Space that has been assigned to a Control Point and not further allocated to a department or program

Scope:

To meet UCSF space utilization and efficiency goals, space will be reviewed for optimal use annually; and space determined to be unused for two years or more is to be returned to the Chancellor for reallocation.

1. Beginning in Q1 of each calendar year and using the annual ICR/ASF Benchmark results, the Space Work Group will review research space identified as “PI Pending” for greater than two years. Information that will be evaluated includes: accuracy of data, location, adjacencies with other departments/programs, and condition.
2. The Work Group will report findings to the Space Committee and make recommendations for return of space to the Chancellor for reassignment. The Control Point will inform the department of the determination and need to release the space. [applies to all]
3. Beginning in Q1 of each calendar year and using the annual ICR/ASF Benchmark results, Control Points and departments will review the data for outliers in ICR/ASF and follow up on the accuracy of data and whether research space assigned to a PI should or could be reallocated to another PI within the department.
4. Space allocated to Control Points within a campus unit also is subject to this principle and is based on density factors. Proposed reassignments between departments would be submitted to the Work Group for Space Committee endorsement.
5. Throughout the year, academic, administrative, and research space held by the Control Points will be reviewed. If there is a determination that the space is fallow or is not effectively used, the space will be returned to the Chancellor. To avoid this, units must submit a proposal to the Space Committee describing plans for the use of space within the next year. *{How to do this will be difficult, even with the proposed admin density metric.}*
6. The Work Group will review requests for research space. Considerations to fulfill requests include space that is identified as “PI Pending” (or fallow) for more than two years.
7. Should a significant amount of space be identified that could serve a broader initiative, the Work Group may recommend to the Space Committee that a call for proposals be made to the departments and programs for reassignment of space.