

Guidelines for Research Space Utilization

This document is intended to set forth the guidelines/standards for assessing the use of research space and ensuring the optimal utilization and proper safety/maintenance of research space at UTRGV. Another important goal is to support UTRGV's mission in becoming an Emerging Research University.

1. The appropriate Department Chair/School Director and Dean will maintain research space allocation records for their respective units, and conduct a comprehensive review of these records/allocations at least once every three years. The review should identify the extent to which each research space is utilized by research-active faculty and complies with all pertinent safety and hazardous materials handling regulations and procedures as per the Office of Environmental Health Safety and Risk Management. Problems regarding safety and maintenance issues must be addressed immediately by the Department/School.
2. The comprehensive review for the use of research laboratory space assigned to UTRGV faculty will be based on the following criteria:
 - i. Number of proposals funded and the amount of external funding generated based on research activities conducted in an assigned laboratory;
 - ii. Number of graduate and/or undergraduate students engaged in research;
 - iii. Number and quality of research reports, conference presentations, and/or publications in peer-reviewed venues attributable to work performed in that space, particularly those that fulfill UTRGV's mission;
 - iv. Evidence of collaborative research activity in that space or of time-sharing use arrangements by multiple researchers;
 - v. Proper safety and maintenance of the laboratory.
3. The Findings and recommendations from the comprehensive review will be submitted by the Dean to the Executive Vice President for Academic Affairs. The Dean, in consultation with the Executive Vice President for Academic Affairs, will determine if reassignment of research space is needed in order to improve the space utilization and increase research productivity across the College and University.
4. In cases that involve faculty from outside the College, the Dean should consult with the other Dean(s), whose faculty are using the space, before making decisions regarding research space reassignments.
5. Any affected faculty member will be notified within a reasonable timeframe.
6. A faculty member who loses research space may petition the Department Chair/School Director for space to re-establish a research presence at any point following such loss. The Chair/Director will make a recommendation to the Dean, who will determine whether to grant the petition.