UTIA Space Committee Procedures

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ARTICLE I. PURPOSE OF SPACE COMMITTEE

1.1 The UTIA Space Committee is a standing committee that oversees and allocates UTIA Knoxville Campus space for academic, research, extension and administrative purposes with the exception of space dedicated to the College of Veterinary Medicine. The Space Committee also maintains an inventory of available space.

ARTICLE II. COMPOSITION OF SPACE COMMITTEE

Section 1. Intent and Expectations

2.1 Composition of the Space Committee is intended to ensure parity among AgResearch, CASNR and UT Extension balanced with sufficient appointments to maintain perspectives of the UTIA academic departments and service units. Members are expected to attend and participate in meetings to the extent allowed by their schedules.

Section 2. Committee Composition

2.2 Membership is as follows:

- Chair (non-voting). Department Head following two-year appointment as space committee member will then serve as chair for a two-year term.
- Three assistant / associate deans with one each from AgResearch, CASNR and UT Extension appointed by the UTIA Chancellor. These are standing appointments and shall not be substituted on an *ad hoc* basis among associate or assistant deans within a unit.
- A Department Head appointed by the Chancellor for the Institute of Agriculture for a two-year term. Following a two-year term as a member of the Committee, the Department Head will then serve a two-year term as the chair of the Space Committee.
- Two tenured faculty members holding the rank of Full Professor who are nominated by Department Heads and appointed for a two-year term by the UTIA Chancellor.
- One unit leader (Director or Vice-Chancellor) from among the UTIA service units (Advancement, Information Technology Services, Marketing and Communications or International Programs) appointed for a two-year term by the UTIA Chancellor.
- The Assistant Director of UTIA General Services is a standing, non-voting, *ex-officio* member of the space committee and will conduct the meetings in the absence of the chair.
- If an unexpected vacancy occurs within the committee, a replacement member to complete the term of the previous member will be named by the Chancellor of UTIA.

2.2.1. Appointments of Department Head, one faculty member and the service unit leader will coincide with the beginning of odd numbered academic years. The second faculty member be appointed in an even numbered academic year. The Department Head and two faculty who are voting members of the committee must be from three different departments.

2.2.2. It is the responsibility of the Chair to ensure committee appointments are properly populated.

ARTICLE   III.   COMMITTEE PROCEDURES

Section 1. Committee Meetings

3.1.1. Committee operations shall follow Robert's Rules of Order.

3.1.1.1. No proxy voting is permitted.

3.1.2. Meetings shall be considered open meetings. Meeting times, location, and agenda shall be posted on the UTIA website and sent by email to committee members, at least 72 hours prior to the meeting. Closed sessions must be posted publicly at least 48 hours prior to the closed session. Closed sessions may only proceed with approval of the Committee; otherwise the closed sessions or portion of the meeting shall remain open.

3.1.3. Monthly committee meetings will be held. At the discretion of the chair, the meeting can be canceled.

3.1.4. The Chair will be responsible for ensuring minutes are appropriately recorded. Draft minutes shall be sent to the Committee within two weeks following a meeting, and reviewed for approval, with revision as necessary, at the subsequent meeting.

3.1.5. The Chair will be responsible for maintaining minutes and agendas on the UTIA Space Committee website. Such information shall be made accessible to all UTIA faculty and staff.

Section 2. Agenda items

3.2.1 Space requests
Agenda items will include requests for additional space, reallocations of space among units, and major alteration of space (see Section 3.3.5.2). All requests to the Committee will be routed through and approved by the department/unit head who will submit them to the Space Committee chair and members via the online space request form available on the Space Committee website.

3.2.2. The Chair is responsible for compiling the Agenda based on requests by any member of the Space Committee, department/unit head, or UTIA Chancellor.

Section 3. Appeals

3.3. 1. Committee decisions can be appealed through written request by a department head, unit head or dean submitted to the committee chair within 30 days of posting of the committee decision.

3.3.2. Appeals are to be addressed to the committee and include a justification for reconsideration, accompanied by any relevant supporting documentation. The committee may, at its discretion, invite the applicant to answer questions.

3.3.3. An affirmation of the initial decision may be appealed through written request by the applicant submitted to the committee chair within 30 days of posting of the committee's affirming decision. These second appeals will be forwarded to the Chancellor for a final decision, along with a statement and/or supporting information provided by the committee.

3.3.4. The Chancellor shall communicate his/her final decision to the committee chair. The committee chair shall inform the applicant of the final decision, providing copies of his/her written communication to Committee members and the Chancellor's office.

3.3.5.   Appeals which overturn the committee decisions shall be appended to the corresponding meeting minutes.

ARTICLE   IV.   SPACE ASSIGNMENTS

Section 1. Requests and Allocations

4.1.1. Departments and units are normally expected to live within their currently assigned space. Special circumstances may occasionally produce a request for space not currently assigned to that department or unit. Departments and units are expected to communicate anticipated changes in needs as soon as possible.

4.1.2. Allocations of open space and reallocations of department or unit-managed space shall be approved by the Space Committee (with one exception of temporary space assignment, as identified in Section 4.1.3.2). Deans or other administrative officials do not assign or make space available to a department or other entities employed by or associated with the UTIA or outside the UTIA without approval from the UTIA Space Committee. No unit may rent space to other entities without the approval of the Space Committee and Chancellor. Full-time UTIA employees have priority over non- or partial-UTIA employees.

4.1.3. Priorities for space shall be considered based on the nature of the appointment and the justification of space as indicated in the space request form. Space can be requested by a Chancellor, Vice-Chancellor, Dean, Associate or Assistant Dean, Department Head, or Director. Faculty and staff should work through their unit leaders to request space.

4.1.3.1. Office space

Priority #1:	Tenure-track, tenured, and non-tenure-track faculty (i.e., clinical or research professors, lecturers and others as defined in Faculty Handbook)
Priority #2:	Professional exempt or non-exempt staff that handle sensitive records such as financial, personnel, donor and student records[2]
Priority #3:	Professional exempt and non-exempt staff such as research and Extension assistants, program coordinators, IT specialists, editors, graphic designers, webmasters, Advancement employees, etc.
Priority #4:	Other non-exempt clerical staff
Priority #5:	Post-doctoral employees, graduate teaching assistants/associates and graduate research assistants/associates, graduate assistants/associates
Priority #6:	Actively involved emeriti and other retired faculty (those on post-retirement contracts or still actively working on grants or contracts)
Priority #7:	Undergraduate assistants (regardless of responsibilities) and student organizations
Priority #8:	Inactive emeriti and other retired faculty

[2] Student records include academic histories, advising notes, graduate school forms, applications, and other documents that fall under FERPA for UT undergraduate, graduate and professional students and similar records that require confidentiality for 4-H and other students engaged in UTIA programs.

4.1.3.2. Temporary space assignments

Space (laboratories, research assistant/associate and graduate student offices) typically is assigned to departments and non-departmental units for extended periods. However, due to changes in programs, faculty productivity, or federal and state funding priorities, there may be a need to reassign space to meet the changing needs of the UTIA. In the event of such exigencies or emergencies, the Assistant Director of General Services, in consultation with the Chancellor, is authorized to appropriate departmental space and reassign it on a temporary basis, with beginning and end dates identified, to meet the needs of programs impacted by these extreme situations. In such instances, the committee will be called together and informed of the situation as soon as possible, ideally before movements are made. All affected units will be notified of these changes before they are finalized.

Section 2. Vacated space

4.2.1. Planning and notification

The department head or unit administrator shall, within 90 days of the separation, notify the Chair of the Space Committee and provide a plan for the use of the space for up to 12 months.

4.2.2. Vacant due to abandonment or underutilized

Should a research laboratory or other space be vacant for 12 months with no plan or be grossly underutilized, the Chair of the Space Committee will notify the appropriate department head or unit administrator that the space will return to the UTIA space inventory for reassignment unless the department head, within one month, submits a use plan that is acceptable to the space committee. Should the plan be inadequate or there be a more pressing need, the department head or unit administrator will be notified to remove the department's or unit's moveable equipment and the space will be available for reassignment on a short- or long-term basis.

4.2.3. When space is surrendered, the surrendering department will be responsible for cleaning bench tops and cabinets, removing chemicals (in accordance with university policy) and supplies, removal of radioactive material (in accordance with university policy) and leaving the space in good order for the next occupant. Hazardous chemicals and biological materials should be removed under the guidance of the UTIA Safety Officer.

Section 3. Renovations

4.3.1. Those assigned space are responsible for making any improvements required to make it serviceable for the work to be performed, including changes in wiring and plumbing, changes in Internet ports and phone lines, and physical modifications.

4.3.2. Major renovations are considered to be those that substantially modify the space from its existing purpose (e.g., conversion of office to lab space) and/or require any physical modifications involving facilities services. Major renovations require review and approval by the space committee.

4.3.3. No classroom or instructional laboratory may be converted to any other use without the approval of the Space Committee.

Section 4. Requests for Specialized Space

Food Safety and Processing Building Pilot Plant
The Department of Food Science operates Food Processing Pilot Plants in the Food Safety and Processing Building. Faculty interested in using this facility should contact the department.

Forest Products Building

The Forest Products Building's specialized research labs are managed by the center director; direct all inquiries to the director.

Greenhouse Facilities

The UTIA Greenhouse facilities are managed by a committee comprised of six faculty members representing three departments: three from Plant Sciences, two from Entomology and Plant Pathology and one from Forestry, Wildlife, & Fisheries. Faculty members are nominated by their respective department heads and selected by the UTIA Chancellor for Agriculture. Departmental representation to the committee is proportional to the number of faculty users of the facilities. The chair of the committee is elected by committee members. Applications are reviewed by the Committee and recommendations for approval are forwarded to the UTIA Space Committee, which makes the final assignment. Space usage is reviewed annually by the Greenhouse Committee to ensure the resource is appropriately utilized.

Application forms are available from the Chair of the Greenhouse Committee.

Plant Biotechnology Building Growth and Cold Rooms

Plant Biotechnology Building growth and cold rooms are assigned by the Plant Biotechnology Building Committee. Requests should be directed to the committee through the individual's department head to the Plant Biotechnology Building Committee Chair.