Best Practices for Space Language in Offer Letters

College of Engineering, University of Washington

Overview

This document provides recommendations for space commitments to faculty candidates and wording of these commitments in offer letters. The College of Engineering (CoE) does not have new space to allocate to departments. Therefore additional space that can not be found within the footprint of the department will require a request to the Office of Planning and Budgeting (OPB) for on-campus or leased space.

In some cases, the PI will be assigned space in an interdisciplinary building. The two buildings that currently house CoE faculty are the Benjamin Hall Interdisciplinary Research Building and Molecular Engineering and Sciences. Space in these buildings is assigned to a faculty member or group and not to the department. An MOU is required for that space assignment. This assignment is NOT part of the departmental footprint and the space will revert to the college or the Office of the Provost if the faculty member vacates the space.

The following outlines: (1) Considerations for space assignment and (2) Recommended language for inclusion in offer letters.

Considerations for Space Assignments

Space is a resource offered to incoming faculty members in the same manner that money is offered. A primary difference between these two resources is that historically space had been assigned to a faculty member on a long-standing basis. In contrast, money is short term and is eventually depleted or returned to the original funding unit.

In light of this, it is useful to consider space assignments similarly to money. Therefore, primary considerations when making space assignments, which must be clearly stated in the term sheets and offer letters include:

1. Unit that is committing the space. Typically, the department makes the space commitment. In some cases CoE or Provost-controlled space will be committed. There should be a written understanding of the responsible party.

2. Delineation of the type of space. As described below, space and infrastructure requirements depend on the faculty candidate's research area(s). In all cases (following the departmental space policy), the offer letter should include the commitments of office, student space (which may be included in the laboratory space) and type of laboratory space (e.g., characterization of the space, square footage, presence of chemical hoods, and presence of specialized utilities), the offer letter should include access to shared space and any constraints or requirements for that access (e.g. equipment recharge, technician fees).

3. Required renovation
   In many cases, the space assigned to the faculty candidate will be in older infrastructure and

may require some or extensive renovation to the space, including a realistic timeline, budget, and source of funds should be clearly articulated in the term sheet, which should be referenced in the offer letter.

4. Location
   In many cases, faculty offers include specifics about space location and square footage. If possible, it is best to avoid these specifics. Room numbers should not be included. If it is not possible, it is advisable to make the space assignment conditional on final approval of the chair and the dean with some language about a back up solution if the identified space is not available.

Recommendations for and examples of language in offer letters

1. General Language

   The general language is intended to reflect basic space management policies in the College of Engineering and the department.

   College of Engineering
   All space at UW is actively managed, so your space will adjust with your program needs and level of activity. Growth in research activity and personnel will prompt negotiations for additional space with the Chair of the Department Infrastructure Committee.

   The following paragraph provides examples of from different departments.
   Chemical Engineering
   The Department of Chemical Engineering and College of Engineering strongly encourage and promote sharing of research space and facilities among research and educational programs with similar needs. We expect that some of the facilities you establish will be available to other researchers and, in turn, you can use the available facilities as needed. For example, through collaboration with faculty members within and outside the Department, you should be able to have access to some unique facilities from which your research can benefit.

   Material Science and Engineering
   The Department of MSE and College of Engineering strongly encourage and promote sharing of research space and facilities among research and educational programs with similar needs. We expect that some of the facilities you establish will be available to other researchers and, in turn, you can use the available facilities as needed. For example, through collaboration with faculty members within and outside the Department, you should be able to have access to some unique facilities from which your research can benefit.

   BioEngineering
   The Department of Bioengineering, School of Medicine, and College of Engineering strongly encourage and promote sharing of research space and facilities among research and educational programs with similar needs. We expect that some of the facilities you establish will be available to other researchers and, in turn, you can use the available facilities as needed.

   Space assignments in Bioengineering are governed by School of Medicine and University policies. It is our expectation that you will utilize all assigned space as you establish your research program. Space assignments for Bioengineering faculty are reviewed internally on

an annual basis, and are subject to a general three-year time constant as described in the enclosed document titled "management of space assigned to the Department of Bioengineering."

2. Office + student + assigned lab (including shared)

Bioengineering

The department of Bioengineering will assign dedicated wet lab, dry lab, and faculty seating at the William H. Foege building. Dedicated wet lab space in the W.H. Foege building (597 square feet) with fume hood and utilities (water, air, gas, vacuum, and Wi-Fi). The wet lab is located on the second floor. Lab and office space will be provided on the second floor of the W.H. Foege building. The faculty office and three cubicle desks will be in the N210 suite. An additional three desks will be provided in N209B, which is shared with Professor X.

Material Science and Engineering

You will be provided an office at the Roberts Hall. Your research laboratory will be located at the MolES Building (http://www.moles.washington.edu). The laboratory space is approximately 1500 square feet with 7 fume hoods. In addition, you will have an additional office in the MolES building as well as workstations for up to 10 students/staff/postdocs in the MolES building; this will facilitate interaction with your research group. The cost of installing your equipment will be covered by the Department, however new equipment must be covered by your start up funds.

There are shared facilities on the ground floor of MolES, Fluke Hall and in the MSE department. You will have access to the Molecular Analysis Facility, located in the ground floor of MolES, at the most preferred usage rates (http://www.moles.washington.edu/research/maf/). Some of the equipment that you will either bring with you or purchase near or after your arrival at the University of Washington will be housed in the Washington NanoFabrication Facility (WNF) in Fluke Hall (see https://www.wnf.washington.edu). The WNF is a shared facility, which typically incurs charges for its use.

Electrical Engineering

You will be provided a standard faculty office, shared space for graduate students and post-doctoral research associates in the Electrical Engineering Building. The Department of Electrical Engineering and College of Engineering strongly encourage and promote sharing of research space and facilities among research and educational programs with similar needs, so we expect that you will continue to share a lab with Dr. X.

Human Centered Design and Engineering

You will be assigned a standard faculty office in Sieg Hall. Shared laboratory space to support your research is located in Sieg Hall; this space is shared with Professors X and Y. Per the COE best practices document and departmental space management policies, HCDE has adopted a shared faculty/grad student lab model and your students office needs will be accommodated within graduate student space. Additionally, you will have access to HCDE's educational labs: e.g., the HCDE Laboratory for Usability Testing and Evaluation (LUTE), the Design Lab, the planned "Maker lab."

Civil and Environmental Engineering

You will be provided a standard faculty office in More Hall. Office space for your students and post-doctoral associates will be provided in areas shared by the faculty in structural

engineering. The Department of Civil and Environmental Engineering and College of Engineering strongly encourage and promote sharing of research space and facilities among research and educational programs with similar needs. Your research students will have access to all of the equipment in the Structural Engineering Research Laboratory. We expect that some of the facilities you establish and equipment you acquire will be available to other researchers and we strongly encourage you to use available facilities.

3. Financial Commitments

   Financial commitments related to space/infrastructure include: equipment, shared equipment, revenue for expenditure in CoE (or other unit) cost centers, and equipment installation and infrastructure modifications. It is recommended that there is clarity on the party (PI, department and/or college) for each category.

   Example Language (modification from Chemical Engineering)
   An investment in the department's shared instruments, and agreement to share operating costs based on hours used, will provide access to the wide array of tools in the Shared Instrument Facility (SIF). Individual faculty members are also keen to share and collaborate on facilities.

   Development of your laboratory infrastructure, including purchase and installation of equipment and instrumentation, will be funded through your startup allocation. The Department of Chemical Engineering will support infrastructure modifications to your laboratory such as installation of a fume hood, modifications in the electrical or mechanical infrastructure, or addition of laboratory benches up to and not exceeding $xx. The College of Engineering has agreed to provide an additional $xx of renovation funds renovate the shared lab, which will be the primary location of your research activities.

4. Space Assignment in Interdisciplinary Buildings (e.g. Ben Hall and MolES)
   Space assigned in Benjamin Hall and Molecular Engineering and Sciences is assigned dynamically and is assigned to a researcher, research group, or center. It is not assigned to a department and will not become part of the footprint of the department. Language for this space assignment should be developed in collaboration with the MolES director (for MolES) and the Associate Dean for Infrastructure (for Ben Hall and MolES).