**UNM Department of Biology**

**Space Committee Request Form**

**Email this form to: Lee Taylor, Assoc. Dept. Chair**

[**fflt@unm.edu**](mailto:fflt@unm.edu)

**Requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Future Occupant (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Guiding Principles for Space Allocation**

1. Requests for space will be submitted to the Biology Space Committee (any member, with a cc to the chair) by filling out and emailing this form. ***Only full-time and/or tenure-track faculty and full-time staff are eligible to make space requests.*** They may do so on behalf of students, post-docs, affiliates, etc.; however, the full-time faculty/staff person is responsible for the space.
2. The Biology Space Committee will consider requests, with discussion of impacts and alternatives to fulfilling a request. Space Committee meetings are held regularly throughout the semester.
3. Once assigned, a Memorandum of Understanding detailing terms and conditions of use of space will be issued between the Biology Department Chairman and the occupant, as well as the full-time faculty/staff responsible for the space. Copies will be held by the Biology Buildings Supervisor, John Cox. Significant changes to the terms and conditions of use of space detailed in the MOU will be communicated between the user and the Biology Space Committee prior to implementation.
4. In general, space allocations are subject to review when the related grant or employment end, or after three years, whichever comes first. This does not apply to offices or laboratory space assignment to permanent staff and faculty.
5. Space may best be understood as a strategic resource that supports and advances the research, teaching, and service missions of the department. Persons making requests are encouraged to give reasons why their current situation may be undermining these missions and how the requested space would be a solution from the standpoint of proximity, collaboration, productivity, safety/security, visibility, etc.
6. The Biology Space Committee operates in an advisory capacity to the Chairman of the Department of Biology. Final approval for use of space resides with the Chair.

**Type of Space Requested**

*Directions: Please provide details about the desired attributes of the new space (i.e., size, location, infra­structure needs such as sinks, fume hoods, benches, storage). If you have a specific space in mind, list it here.*

**Identification of Needs**

*Directions: Please describe the activities that would occur in the space and how they relate to Biology.*

**Justification**

*Directions: Please describe the current space arrangement and why it does not fulfill your needs and how the proposed new space allocation would better meet the mission of the Department.*

**CC this request to William T. Pockman, Dept. Chair, at** [**pockman@unm.edu**](mailto:pockman@unm.edu)

**Please be advised that the full Space Committee will review your request at our regularly scheduled monthly meetings. If approved to use the requested space, you will sign a Memorandum of Under­standing with the Department specifying details and responsibilities regarding the use of the space requested.**