

SCHOOL OF ARTS AND HUMANITIES SPACE GUIDELINES

UPDATED DEC 2024

Overview

In May 2024 Executive Vice Chancellor's Space Management Guidelines established the organizational structure by which all space allocated to Academic Affairs will be managed. This includes space allocated to the Schools, Colleges, and other academic and non-academic units reporting to the EVC. As stated in the EVC's guidelines, space is a critical, valuable, and limited resource that will be assigned based on the principles of the highest and best use of that space in service of University priorities and the Strategic Plan. Assignment of space is a dynamic endeavor since the highest and best use of space will change as the University's needs evolve. Every effort should be made to enact the Guiding Principles and strategies described in the EVC Space Management Guidelines.

This document provides information about the facilities, responsibilities, roles, usage, and processes for reviewing and allocating space within the School of Arts and Humanities. Appendix 1 includes a summary of all space currently allocated to the School and Appendix 2 includes a list of all Departments and units currently subject to the guidelines in this document.

Space management authority within the School of Arts and Humanities has been entrusted to the Dean by the Executive Vice Chancellor (EVC) of Academic Affairs and the Chancellor of UC San Diego. This delegation underscores the crucial role that Deans play in space management. As a key figure, the Dean is tasked with demonstrating efficient and effective utilization of all space allocated under their portfolios, thereby supporting excellence in teaching, research, and public service. The Dean assigns research and office space in the School based on recommendations provided by the School's space committee. If ample space is available or with demonstrated appropriate space stewardship, the Dean may empower the Departments to manage office assignments, teaching spaces and specialty space programming. All space assignments are considered temporary, and the Dean will make final decisions on any space allocations or reallocations within the School's Space Portfolio to the departments, faculty, staff, and students to support learning, teaching, research, and operational needs.

The Space Management Guidelines in this document are not intended to be all-encompassing in terms of defining a detailed process for unique space-related scenarios. The EVC and Chancellor maintain ultimate authority and will exercise appropriate flexibility in the decision-making process.

Allocation Practices and Space Usage

Units within the School of Arts and Humanities follow the space allocation guidelines within this document and the EVC Space Management Guidelines listed in Appendix 5.

<https://aafaspace.ucsd.edu/best-practices/index.html>

School space will be allocated to operations that serve students, faculty, or staff who have an operational need to be on campus. Departments within the School are encouraged to collaborate and share valuable resources to maximize their utilization for research and teaching and to create multidisciplinary learning opportunities. Priority will be given to programs and activities directly related to the vision of being a student-centered, research-focused, service-oriented public university as outlined in the Strategic Plan.

Department Space Committee Recommendation

Each Department should form a space committee with the following members: Department Chair, Teaching Faculty, Department CAO, Department Facilities Manager/or designated staff, and any others appointed by the Chair.

The Department Space Committee will conduct tours of the spaces allocated to that Department no less than annually and, when a request for additional space is received, or when space becomes vacant or limited. When space is vacated due to retirement or separation, it will revert back to the Dean for reassignment.

The Department Space Committee will make recommendations to the Chair, who will make recommendations to the School Space Committee regarding the Department's needs and requests. The Department Space Committee should submit any proposed renovations to the School Space Committee for review and consideration, consistent with the process described in the EVC Space Management Guidelines.

School Space Committee

The School Space Committee will consist of The Dean, Assistant Dean(s), School Facilities Manager, and any others appointed by the Dean.

The School Space Committee is tasked with reviewing space utilization to ensure it aligns with the School's strategic goals and is in the context of its Faculty Recruitment Plan. Space utilization reviews will be conducted no less than annually in support of the Chancellor's Fall Space Review to ensure that space is being optimally utilized.

The School Space Committee will meet semi-annually or as needed to review requests for additional space and any proposed renovations within the School's allocated portfolio for existing and new faculty as defined in their approved recruitment plan. Any recommended space assignments or reassignments from the Committee are ultimately approved by the Dean. If the space request need cannot be met within the School portfolio and the School Space Committee agrees that the need cannot be met, the School Space Committee will authorize the requesting party to submit a request using the EVC's Space & Renovation Request form.

In addition to space utilization reviews conducted no less than annually (described above), the Committee will also conduct a periodic walk-through of all the spaces under the School's allocated portfolio. The Committee will document observations from the walk-throughs, collect data and keep this information in a shared file for historical trends. The walk-throughs should

also allow the Committee to identify space that is underutilized and potentially available for reallocation. The following is a recommended frequency schedule for the tours:

- Offices and Teaching spaces: Every three years
- Common/Specialty Spaces: Annually
- Large Art/ Music Studios: Annually

Based on the Committee observations and any available recorded usage data, the Committee will recommend programmatic priorities for existing teaching and research space and make recommendations to the Dean regarding the need for and description of future/new space.

The Committee will analyze requests for space, review proposed renovations, and provide all recommendations to the School Dean for decision.

The Department Space Managers and Committees should keep records of any offices/ studios that are currently vacant pending reassignment to a new hire and maintain accurate, current space assignments in Tririga.

The School's Facilities Manager will share School Space committee updates and other space evaluation data with the AVC-AAFA Space and Capital Planning (SCP) team.

The School Space Committee will recommend updates to the School Space Policy no less than every three years.

Space Review Process

The School Space Committee will maintain an itemization of assigned space and space classifications, including shared space within its portfolio. Also refer to Appendix 1 for a summary of all space currently allocated to the School of Arts and Humanities as of the date of the 2024 Fall Space Review.

Departments that assign research space to faculty are expected to regularly review space utilization with regard to research funding and space provisions for graduate students and personnel involved in research projects overseen by the faculty member. The nature of extramural funding is cyclical. There may be years when a faculty is waiting for new funding or renewal, in which case, may lead to faculty retaining their studio. In addition, when a faculty is advising graduate students, departments should consider time to degree to ensure that students complete their research requirements in order to finish their degree.

The School Space Committee will periodically visit all space allocated to each Department and evaluate space utilization as well as conducting safety reviews for lab/research spaces. The committee will also periodically review the School's Space Portfolio and analyze current assignments for equity as determined by usage, research funding, number of people, etc.

If the Space Committee identifies a space as underutilized or inequitable, the Dean will notify the Department or faculty member of such a determination. At that time, the Department or faculty member can provide a plan for utilization or other information for the Dean to evaluate.

The Dean will determine whether the space is underutilized based on specific criteria such as occupancy rates, frequency of use, and the nature of activities conducted in the space. Underutilized space will be placed in the “at risk” category and if underutilization persists, the space may be subject to reassignment by the Dean in consultation with the School Space Committee and Department Chairs. If space is deemed underutilized or inequitable, the Dean will consider whether extenuating circumstances dictate against making space adjustments. The Dean will consider Schoolwide interests, Department needs, Campus or Schoolwide collaborations, and research program growth.

Furthermore, should the need arise, the Department can request additional space or temporary opportunity space. The Space Committee will diligently evaluate these requests based on program and research needs. The committee will carefully assess the need and the School's space portfolio, evaluate to ensure equity and provide thoughtful recommendations to the Dean regarding accommodating the need.

The Chancellor's Fall Space Review is conducted annually, and this important exercise includes updates to: employee work location, space classifications, department space allocations and occupancy, and instructional capacity. This report is submitted to the UC Office of the President to conform with state reporting requirements and to inform long-range building lifecycle and capital project planning. Therefore, collecting and maintaining accurate information is critical for efficient space utilization across campus. This data will also be utilized to evaluate any new requests for space submitted to the School Space Committee and/or the AAFA Space and Capital Planning team. Departments and units are expected to comply with requests and establish an internal process that strives to ensure maximum utility of their facilities.

Metrics used to Quantify Utilization of Research Space

- The size of the space and the number of Faculty who have access.
- The number of Graduate students assigned to the space or who have access to or are conducting research there.
- The number of undergraduate students assigned to the space or who have access to or are conducting research there.
- The number of documented Department collaborations that utilize the space for research or scholarly activities.
- The number of documented School collaborations that utilize the space research or scholarly activities.
- The number of documented University collaborations that utilize the space research or

scholarly activities.

- The number of documented Outside the University collaborations that utilize the space research or scholarly activities.
- Documented research activities/ work produced that required the space.
- Research funds (in total dollars) associated with the space.
- Historical fluctuations in research activity or need.
- Future proposals of research activities, projects, or collaborations that require the space.
- Active work area unitized available.
- Amount of area used as long-term storage taking place in the space.

Administrative Space

Non-faculty, administrative space will be assigned and managed per the EVC's Space Management Guidelines namely:

An enclosed shared office will be assigned to staff with an operational need (as deemed by their leadership) who work on Campus three or fewer days per week. The offices may house multiple desks, or these staff would share with another staff member on alternating days based on their approved hybrid work schedules and should also have access to reserve an alternative workspace or hoteling office when they need to be on Campus on an untypical day per their approved hybrid work schedule. If there is an operational need, an Enclosed Shared Office can also be furnished with more than one workstation which would allow two or more staff to work simultaneously."

Open Workstations will be allocated to the following uses:

- Assigned to one staff member who works on Campus three or more days per week and does not regularly require an Enclosed Private Office.
- Assigned to two or more staff members who work on Campus three or fewer days per week and do not regularly require an Enclosed Private Office. These staff would share with other staff members on alternating days based on their approved hybrid work schedules.

Faculty Space

Active Academic Senate faculty will be assigned a single enclosed office if available. If approved by the Dean, and if available, those with a music practice/ studio arts research activity requiring a studio or additional space may be allocated a studio or access to a shared or temporary research space.

The justification for a larger space or temporary opportunity space is based primarily on availability, practice, research, research funding, collaborations, and projects that may require a large studio or additional space. Faculty may also be assigned or have access to a shared and specialty space based on their research and teaching needs. Shared spaces are typically temporary project spaces or are used by multiple groups, including general service rooms, studios, shops, and specialty-purpose/equipment rooms.

Faculty assigned to a research space, studio space, or specialty shared space are required to sign and follow all guidelines outlined in the UC San Diego School of Arts and Humanities Facilities Agreement listed in Appendix 3.

If space is available and based on teaching schedule, permanent lecturers will be assigned to a shared or single-occupancy office. Lecturers with less than a full-time assignment and teaching assistants are provided with shared offices during the quarter they teach.

Faculty Space for Cross School Spousal Hires / Joint Appointments

The School is committed to collaborating with the Departments and other Schools regarding Cross-School Spousal Hires / Joint Appointments. With the approval of the EVC's office and at the discretion of the Dean, if space is available, Cross-School Spousal Hires / Joint Appointments can be assigned a space within the School's portfolio. If space is not available within Arts and Humanities for the Spousal Hire, the other School must be able to allocate the necessary space. Senate faculty may be provided a private enclosed office, and Non-Senate Faculty may be provided a private enclosed office or an enclosed shared office. The Dean may also offer, if available, research studio space for these appointments. The School places great importance on transparency and the documentation regarding these agreements. The agreed-upon Cross-School Spousal Hires / Joint Appointments space assignment details, conditions, and terms will be outlined in an MOU signed by all parties. The home department's space manager in Tririga will log the MOU record. Sample MOU listed in Appendix 4.

Space for Emeritus Faculty

Upon notification of retirement, the Department and School Space Committee will coordinate with the retiring or separating faculty member to establish a date by which their space will be vacated and, at that time, the space will revert to the Dean for reassignment. At the discretion of the Dean, if space is available, emeriti faculty may be provided an office or shared office. The Dean may also offer, if available, research studio space for emeriti faculty who are recalled to active service and are actively involved in Schoolwide or Departmental activities such as teaching, research, or committee service. Each request for a space will be treated individually with the following factors:

- Availability of space
- Scholarly activity and funding
- Ongoing contributions to the School (such as committee service or teaching)
- Past service to the School or campus

Any space proposed for allocation to a retired faculty member should be included in the Return

to Active Duty (RTAD) proposal submitted to the EVC for approval. The space agreement will be reassessed on an annual basis. Schoolwide interests may dictate that some Recalled Emeritus Faculty may be asked to consolidate or vacate space or to occupy alternative quarters to make room for newly hired faculty or to allow growth of the research programs. The agreed-upon Emeritus Faculty space assignment details, conditions, and terms will be outlined in an MOU signed by all parties. The home department's space manager in Tririga will log the MOU record. Sample MOU listed in Appendix 4

Department Teaching, Shared Research spaces and Specialty Shared spaces

Departments with assigned teaching, shared research, and shared specialty spaces prioritize scheduling of these spaces, including programming, and maintenance. To help achieve the School's goals and foster collaboration when available, they are encouraged to share these spaces and resources with other Departments in the School to make valuable resources and equipment available and maximize their utilization. Specialty space includes rooms that house specialized equipment, such as editing or recording, presses, and shop equipment. Typical Department teaching spaces, when available, should be made available for other units in the School if the other unit has displayed a teaching need by maximizing their own assigned teaching space and if Campus General Assignable space is unavailable. All School department collaborators must complete any necessary specialized training and sign an MOU to utilize the space. Sample MOU listed in Appendix 4

Department Space Policies

In addition to the School Guidelines, the Departments have some space allocation and usage practices described in the section below. The Humanities departments have similar practices that can be described in one grouping.

History, Literature, Philosophy, IAH & AWP

Single-occupancy offices are provided to Senate faculty. Based on space availability and work schedule, staff and permanent lecturers will be assigned to a shared or single-occupancy office. Lecturers with less than a full-time assignment and teaching assistants are provided with shared offices during the quarter they teach. TAs typically share an office with 3-5 persons assigned per room. Space allocations for postdoctoral appointees and official visitors are provided a shared office if available. Only with the Dean's, Department's and the EVC's return to active duty (RTAD) approval will Emeriti Faculty be provided a shared office space after they separate from the University if they have an agreement with the Department that includes teaching responsibilities. Space allocations for lecturers and teaching assistants are reviewed annually and may be changed to meet the instructional needs of the Department.

Music

The Conrad Prebys Music Center (CPMC) has three larger offices for pianists with grand pianos in their studios. Integrative Studies and Computer Music faculty are on the 2nd floor, and

Composers and Performers are on the 3rd floor. Visiting scholars are provided offices, which they share with other visiting scholars. Only with the Dean's and the EVC's return to active-duty approval will retired faculty maintain space as they continue to teach for the Department.

The staff are housed in the administrative wing of the building and are assigned a shared or single office.

Warren Lecture Hall houses the graduate students. It is a large open shared space, not individual offices. The graduate students also use four other rooms in Warren Lecture Hall to give private lessons to undergraduate students. This shared space is designed to accommodate multiple students and promote collaboration. Space allocations for lecturers and teaching assistants are reviewed annually and may be changed to meet the instructional needs of the Department.

Theater & Dance

Office space for faculty is allocated based on ladder rank and availability. Faculty offices are in Galbraith Hall, with 22 offices on the 3rd floor and three offices on the second floor. Design faculty are all on the 1st floor (five offices) and have office studios, which are a little larger to accommodate the small classes they often hold in these spaces. The assignment of these offices is based on the faculty member's ladder rank and the availability of space. Retired faculty with teaching responsibilities can only be assigned to a shared office with the Dean's and the EVC's return to active-duty approval. Three offices are allocated to house 10-15 visiting or temporary faculty. These offices are assigned based on the faculty member's needs and the availability of space.

Currently, the Department has 16 offices and a lounge area assigned to serve MFA and PhD students in the program. All graduate teaching assistants are assigned an office in the quarter they teach. All graduate student offices are shared (at 4-5 students per office) and grouped according to sub-discipline: Dancers, Playwrights, Stage Managers, etc. Designer students are assigned larger shared studio. The assignment of these offices is based on the needs of the students and the availability of space.

Space allocations for rehearsal or studio spaces, theater productions, and class assignments are based on cast/class/producing theater size, availability, and preference. Larger rehearsal spaces are typically assigned to match larger theater venues/productions. Space allocations for lecturers and teaching assistants are reviewed annually and may be changed to meet the instructional needs of the Department.

Visual Arts

Based on availability Art historians' faculty are allocated a faculty office. If available, Senate faculty art practitioners are assigned a studio.

Permanent lecturers (LSOEs) who are also art practitioners, if available, are allocated studios.

MFA students have a studio or shared studio at VAF for nine quarters; PhD Art Practice students have studio space at the Visual Arts Facility (VAF). PhD students in other subfields are allocated an office in Mandeville for four to five years after their first year. First-year PhD students share one office. The CAO, Student Manager, and Graduate Advisors review individual graduate spaces annually. The Department utilizes a calendaring system in which graduate students can schedule performances and exhibit events/thesis shows; each space request is reviewed before approval is given, and thesis shows can only book two weeks in our exhibit spaces.

Appendix:

1: School of Arts & Humanities Space Summary - *Recorded from the 2024 Fall Space Review*

2: Departments and other units included in The School of Arts & Humanities

3: Facilities Contract

4: Sample MOU

5: Link to EVC Space Management Guidelines

Department Allocation Summary

Report: Department Allocation Summary
School of Arts and Humanities

Building	Space Class	Spaces	Allocations	Stations	Area
Conrad Prebys Music Center	312 Academic Office - Enclosed	37	37.00	0	6,390.48
	322 Administrative Office - Enclosed	17	17.00	2	2,665.09
	650 Assembly	1	1.00	360	4,781.87
	655 Assembly Service	12	12.00	0	2,850.74
	340 Conference Room	2	2.00	45	1,013.75
	335 Office Service	4	4.00	0	767.40
	270 Open Laboratory	31	31.00	407	11,879.02
	275 Open Laboratory Service	5	5.00	0	1,111.06
	225 Research Lab / Studio Service	17	17.00	0	3,707.20
	210 Research Laboratory / Studio	13	13.00	0	9,663.56
	250 Scholarly Activity	1	1.00	0	177.79
	262 Special Class Laboratory - ITS	1	1.00	30	778.00
	<i>Total:</i>		<i>141</i>	<i>141.00</i>	<i>844</i>
Extended Studies and Public Programs - Building G					
	110 Classroom	3	3.00	62	1,346.99
	<i>Total:</i>		<i>3</i>	<i>3.00</i>	<i>62</i>
Extended Studies and Public Programs - Building N					
	110 Classroom	2	2.00	70	1,322.01
	<i>Total:</i>		<i>2</i>	<i>2.00</i>	<i>70</i>

Department Allocation Summary

Galbraith Hall	312 Academic Office - Enclosed	32	32.00	43	5,022.77
	322 Administrative Office - Enclosed	15	15.00	0	1,762.34
	331 Administrative Office - Open Reception	1	1.00	0	166.10
	650 Assembly	1	1.00	100	2,205.72
	265 Class Laboratory Service	1	1.00	0	183.57
	110 Classroom	1	1.00	16	320.71
	340 Conference Room	2	2.00	11	437.11
	335 Office Service	5	5.00	0	1,457.75
	271 Open Lab - Restricted	3	3.00	61	1,477.60
	270 Open Laboratory	13	13.00	448	15,674.13
	275 Open Laboratory Service	32	32.00	52	8,149.85
	212 Research Office - Enclosed	17	17.00	65	3,324.21
	262 Special Class Laboratory - ITS	3	3.00	105	1,690.08
	722 Storage - Office	1	1.00	0	338.05
	<i>Total:</i>	<i>127</i>	<i>127.00</i>	<i>901</i>	<i>42,209.97</i>
Mandell Weiss Forum	650 Assembly	1	1.00	400	4,615.15
	655 Assembly Service	17	17.00	0	3,664.32
	560 Media Production	1	1.00	0	281.53
	271 Open Lab - Restricted	1	1.00	100	2,297.48
	275 Open Laboratory Service	2	2.00	0	611.58
	<i>Total:</i>	<i>22</i>	<i>22.00</i>	<i>500</i>	<i>11,470.06</i>
Mandell Weiss Theatre	650 Assembly	2	2.00	492	4,388.79
	655 Assembly Service	6	6.00	0	5,131.45
	565 Media Production Service	12	12.00	0	2,475.83
	<i>Total:</i>	<i>20</i>	<i>20.00</i>	<i>492</i>	<i>11,996.07</i>
Mandell Weiss Theatre Shop	322 Administrative Office - Enclosed	3	3.00	0	344.33
	655 Assembly Service	17	17.00	0	10,135.28
	<i>Total:</i>	<i>20</i>	<i>20.00</i>	<i>0</i>	<i>10,479.62</i>
Mandeville Center	312 Academic Office - Enclosed	22	22.00	42	3,268.63
	322 Administrative Office - Enclosed	11	11.00	10	1,633.61
	650 Assembly	1	1.00	0	7,769.73
	655 Assembly Service	21	21.00	0	15,323.77
	260 Class Laboratory	4	4.00	97	3,762.78
	265 Class Laboratory Service	6	6.00	26	3,092.89
	660 Exhibit	2	2.00	0	2,803.88
	665 Exhibit Service	2	2.00	0	871.78
	560 Media Production	1	1.00	0	3,091.00

Department Allocation Summary

	565 Media Production Service	1	1.00	0	101.67
	338 Office - Flex work/break	1	1.00	1	147.00
	337 Office - Kitchenette/break room	1	1.00	0	113.31
	335 Office Service	6	6.00	3	655.56
	271 Open Lab - Restricted	5	5.00	111	3,755.20
	275 Open Laboratory Service	3	3.00	5	644.38
	225 Research Lab / Studio Service	1	1.00	1	264.63
	212 Research Office - Enclosed	2	2.00	2	234.36
	250 Scholarly Activity	3	3.00	11	1,350.44
	255 Scholarly Activity Service	1	1.00	0	33.96
	261 Special Class Laboratory	5	5.00	114	7,162.39
	262 Special Class Laboratory - ITS	2	2.00	55	3,557.72
	722 Storage - Office	1	1.00	0	81.85
	<i>Total:</i>	<i>102</i>	<i>102.00</i>	<i>478</i>	<i>59,720.52</i>
Molli and Arthur Wagner Dance Building					
	312 Academic Office - Enclosed	1	1.00	2	203.15
	1414 Gender-Inclusive Restroom	1	1.00	0	54.67
	270 Open Laboratory	3	3.00	95	8,201.93
	275 Open Laboratory Service	4	4.00	0	1,237.47
	<i>Total:</i>	<i>9</i>	<i>9.00</i>	<i>97</i>	<i>9,697.22</i>
Ridge Walk Academic Building					
	312 Academic Office - Enclosed	212	212.00	5	31,404.70
	317 Academic Office - Enclosed Touchdown	14	14.00	0	1,967.00
	316 Academic Office - Open Touchdown	1	1.00	0	151.86
	322 Administrative Office - Enclosed	65	65.00	0	9,804.66
	326 Administrative Office - Open Touchdown	1	1.00	0	136.38
	332 Administrative Office - Reception Waiting	1	1.00	0	194.72
	510 Central Computer / Telecomm	1	1.00	0	81.75
	1010 Circulation	1	1.00	0	342.02
	125 Classroom Service	2	2.00	0	263.74
	340 Conference Room	6	6.00	94	2,421.12
	338 Office - Flex work/break	4	4.00	0	857.07
	337 Office - Kitchenette/break room	9	9.00	0	2,026.54
	335 Office Service	6	6.00	0	879.73
	334 Office Service - Print	2	2.00	0	335.38
	271 Open Lab - Restricted	17	17.00	433	8,361.63
	216 Research Office - Open Touchdown	2	2.00	0	297.48
	250 Scholarly Activity	8	8.00	76	3,222.15
	720 Storage - General and Research	3	3.00	0	350.98
	722 Storage - Office	12	12.00	0	1,359.62
	410 Study Room	2	2.00	0	259.63
	<i>Total:</i>	<i>369</i>	<i>369.00</i>	<i>608</i>	<i>64,718.14</i>

Department Allocation Summary

Structural and Materials Engineering Building						
	340 Conference Room	1	1.00	59	1,374.55	
	225 Research Lab / Studio Service	2	2.00	0	296.50	
	210 Research Laboratory / Studio	5	5.00	0	2,621.27	
	216 Research Office - Open Touchdown	1	1.00	0	931.34	
	250 Scholarly Activity	1	1.00	0	1,217.14	
	255 Scholarly Activity Service	1	1.00	0	68.83	
	<i>Total:</i>	<i>11</i>	<i>11.00</i>	<i>59</i>	<i>6,509.63</i>	
Visual Arts Facility - Building 1						
	225 Research Lab / Studio Service	3	3.00	0	290.05	
	710 Shop - General and Research	4	4.00	12	3,408.94	
	720 Storage - General and Research	1	1.00	0	199.78	
	<i>Total:</i>	<i>8</i>	<i>8.00</i>	<i>12</i>	<i>3,898.77</i>	
Visual Arts Facility - Building 2						
	265 Class Laboratory Service	1	1.00	0	107.01	
	225 Research Lab / Studio Service	23	23.00	4	4,901.82	
	210 Research Laboratory / Studio	35	35.00	24	7,409.96	
	262 Special Class Laboratory - ITS	3	3.00	46	2,266.01	
	<i>Total:</i>	<i>62</i>	<i>62.00</i>	<i>74</i>	<i>14,684.80</i>	
Visual Arts Facility - Building 3						
	312 Academic Office - Enclosed	10	10.00	10	1,409.56	
	322 Administrative Office - Enclosed	1	1.00	1	125.24	
	655 Assembly Service	2	2.00	0	328.13	
	271 Open Lab - Restricted	1	1.00	25	681.17	
	225 Research Lab / Studio Service	1	1.00	0	190.75	
	250 Scholarly Activity	4	4.00	127	2,566.61	
	255 Scholarly Activity Service	1	1.00	0	112.88	
	<i>Total:</i>	<i>20</i>	<i>20.00</i>	<i>163</i>	<i>5,414.34</i>	
Visual Arts Facility - Building 4						
	322 Administrative Office - Enclosed	3	3.00	0	640.84	
	335 Office Service	1	1.00	0	218.11	
	225 Research Lab / Studio Service	6	6.00	0	806.97	
	210 Research Laboratory / Studio	13	13.00	0	9,746.35	
	250 Scholarly Activity	1	1.00	0	437.67	
	<i>Total:</i>	<i>24</i>	<i>24.00</i>	<i>0</i>	<i>11,849.94</i>	
Visual Arts Facility - Building 5						
	630 Commons	1	1.00	0	95.64	
	225 Research Lab / Studio Service	4	4.00	10	753.83	
	210 Research Laboratory / Studio	8	8.00	47	6,312.08	

Department Allocation Summary

		<i>Total:</i>	13	13.00	57	7,161.55
Visual Arts Facility - Building 6						
	225 Research Lab / Studio Service		1	1.00	0	18.43
	210 Research Laboratory / Studio		6	6.00	0	4,134.17
	<i>Total:</i>		7	7.00	0	4,152.61
Warren Lecture Hall						
	312 Academic Office - Enclosed		9	9.00	17	2,600.80
	322 Administrative Office - Enclosed		2	2.00	13	717.23
	335 Office Service		4	4.00	0	950.01
	270 Open Laboratory		3	3.00	4	709.11
	225 Research Lab / Studio Service		5	5.00	2	1,279.50
	210 Research Laboratory / Studio		11	11.00	81	9,551.07
	212 Research Office - Enclosed		2	2.00	0	1,486.56
<i>Total:</i>		36	36.00	117	17,294.27	
<i>Total:</i>		996	996.00	4,534	329,712.46	

Appendix 2: Departments and other units included in The School of Arts & Humanities

Dean of Arts and Humanities	
	Mandeville Center
	Institutes
	Institute of Arts and Humanities
	Institute for Practical Ethics
	Centers
	Suraj Israni Center for Cinematic Arts
	Center for Taiwan Studies
	Programs
	Analytical Writing Program
	Mandeville Art Gallery
	Departments
	History
	Literature
	Music
	Philosophy
	Theatre & Dance
	Visual Arts

UC San Diego, School of Arts and Humanities Facilities Agreement Updated 4/2/2024.

Name: _____

Date: _____

Building: _____

Assigned Studio/Office #: _____

The following is a contract for faculty, graduate students and staff assigned to a research space /studio/ shared studio or office in The School of Arts and Humanities. This contract addresses general rules and expectations regarding courtesy and respect for people and place, as well as specific health, safety, and environmental requirements set forth by the University of California, San Diego and the School of Arts and Humanities. The purpose is to support a culture of accountability that balances the needs of individual office and studio practices and research with respect for all members of the community and the spaces we share. For a complete list of university rules, please visit the UC San Diego home page.

(<http://rmp.ucsd.edu/policy-records/ppm.html#UC-Campus-Delegations>) to view the University Policy and Procedure Manual.

Studios and Offices

The following rules will be observed by all studio/office occupants:

1. Assigned office/studio keys may not be shared or given away unless authorized by the department facilities manager. There is a \$25 fee per key for replacing lost keys and for acquiring a second key.
2. Studios/offices may be used for individual work, research, study, and small meetings/collaborations, and instruction-related working groups.
3. UCSD is a smoke-free campus. Smoking is not permitted in the buildings or on campus. <https://smokefree.ucsd.edu/>
4. Environment, Health & Safety (EH&S) and fire codes do not permit offices/ studios to be used as housing. There will be no overnight stays in offices/studios.
5. It is not permitted to use spray paint, or to do heavy sanding, create fumes, flames, or perform welding in offices/studios. It is not permitted to paint, mural, or otherwise affix surfaces and substances to office/studio walls without the permission and approval of the department facilities manager. Individuals will be personally responsible for restoring any such alterations or will be billed for labor and materials to return room to original condition.

Non-service Animals:

- o Any pet on campus must be under the direct control of a person capable of controlling and actually controlling the pet by means of a handheld leash not exceeding six feet in length.
 - o Animals may not be left in studios/offices unsupervised by a human at any time.
 - o If a dog/cat/pet is not maintained in this specific manner, it is classified by law as "at large" (off its owner's premises, without a leash, and without a person to control it) **and therefore may be picked up and turned over to the San Diego County Department of Animal Control**
 - o Any animal on campus must have a valid County or City license attached to its collar.
 - o Animals are not permitted in any classroom or teaching laboratory, even when leashed and licensed, with the exception of a seeing-eye dog serving an owner.
6. All materials and personal effects must be kept inside the studio or office, not on decks, patios or in common use spaces.
 7. There are dumpsters and garbage cans provided for your use, please do not leave trash outside your office or studio. Observe all university recycling and trash management directives.
 8. Do not hang anything from or within 18 inches of fire sprinkler pipes.
 9. Each studio, shop or large space is equipped with a fire extinguisher. Do not move or block access to the fire extinguisher.
 10. You may not alter or add structures such as walls, rooms or lofts to the inside or outside of any university space. Anything found in violation will be removed and discarded, and you will be billed for labor and materials to return the space to its original condition.
 11. Extension cords must be heavy gauge and used in an appropriate manner. No daisy chains or stringing extension cords together.
 12. Studio/office occupants will observe principles of community and respect the need for working conditions at all hours with respect to sound level and activity involving work, music, and guests.
 13. Students may not trade, reassign, or loan out their office/studio to anyone without formal written approval from the facilities manager and the graduate program director.

Office/studio assignments

Faculty office/studio assignments

Faculty office/studio assignments will be determined by Dean of the school with the consultation of the School's Space Committee and the Chair of the Department, are subject to the terms and conditions listed above, and may be reassigned.

Graduate student studio/office assignments

It is the intention of the School of Arts and Humanities to offer studios, offices and shared studio/offices to graduate students who are enrolled full-time, in residence, and in good standing who demonstrate a need for the space. Assignments will be made on an annual basis pending space availability and terms within this agreement form and will be reviewed, typically during summers, and re-contracted annually.

Graduate student studio/office assignments will be made by the Department Chair or faculty director of the student's program in consultation with the graduate program staff coordinator and department facilities manager. Assignments will be reviewed each year in summer and may be changed.

Studios/offices will not be used for storage of household and personal belongings and will not be used as temporary living quarters for students commuting from a home in another city. Students who become unhoused should alert the graduate program director and coordinator of their situation so they can assist with university support toward identifying emergency housing until a longer-term solution is found.

Students assigned but not making regular use of a studio/office for a quarter or more may have assignment to the space revoked at the discretion of the graduate program faculty director and/or the department chair in consultation with the staff graduate coordinator and the facilities manager. This is to maintain safety and accommodate the needs of other students who are actively in need of a space to accomplish their work on site.

Studios/offices of students going on leave of absence and/or in absentia during the 3-quarter academic year (F/W/SP) may be reassigned temporarily by the faculty program director in consultation with the graduate coordinator and the facilities manager.

Students going on leave/in absentia for two or more consecutive quarters during the 3-quarter academic year will be expected to vacate their own studio/office prior to the start of the first quarter of absence, except in cases of medical, emergency, and/or childbirth LOA, in which case the department will assist in vacating the space. The department responsible to pack or move studio or office belongings or for storage. Offices and studios are not to be used as storage spaces and may be revoked if used as such.

Facilities rules and guidelines for all faculty, staff, and students

1. All individuals using shops must get training and/or authorization from the shop lead staff before use can commence.
2. Non-UCSD affiliated person(s) who you wish to work with on a collaborative project in your studio and/or the department shop facilities must first undergo department-authorized training with our staff AND must complete the UCSD volunteer/liability paperwork and community introduction procedure prior to starting the work.
3. Report to the shop lead staff or department facilities manager anything that seems broken or out of compliance. Examples: electrical problems, fire extinguishers needing recharge, plumbing leaks.
4. Never store flammable or hazardous materials inside the office or studio, unless it is in an

EH&S approved fire cabinet.

5. Immediately report knowledge of a chemical or other hazardous spills to Environment, Health & Safety (858) 534-3660. From a cell phone: (858) 534-HELP (4357) Materials Safety Data Sheet (MSDS) - If you need any information on proper material handling, please refer to the MSDS online at <http://blink.ucsd.edu/safety/resources/MSDS/sources/index.html>
6. All tools, equipment or materials in the shops and labs are UCSD property. Do not remove any items from these spaces.

Policy Violation

Your office/ studio will be routinely checked by the Department Facilities staff and the Schools Space Committee. If in violation of the procedures/protocols on this form your will assignment will undergo review for corrective actions up to and including reassessment or loss of use privilege. Any fire life and safety violations may be removed or confiscated without notice. All other safety concerns need to be immediately corrected.

Terms of Agreement (all individuals, all spaces)

1. It is understood that The School of Arts & Humanities not responsible for the damage, theft or the loss of personal items brought to or left in the studio, office, or shops.
2. It is understood that the public safety officers, facilities management, and environmental health and safety, department staff, Department facilities manager, shop leads, and officers of the University, such as the School Space Committee, The EVC's Space Committee and the Dean can enter the space and any time without notice.
3. The Department and/or the School and/or University may terminate your office/studio/shop privileges, close your office/studio and/or initiate disciplinary action if the terms and conditions are violated, or for other reasons the Department and/or the School, University deems appropriate.

I have read and understand the above contract terms. If I am found in violation of these terms it will be grounds for eviction from the space.

Printed Name

Cell Phone #

Signature

Date

FACILITIES CONTACTS

EMERGENCY	Call 9-1-1	
Campus Police	858-534-HELP (4357)	
UCSD Campus Facilities Management	858-534-2930	
Environment, Health & Safety (EH&S)	858-534-3660	ehsweb@ucsd.edu

SoAH Memorandum of Understanding Template

A memorandum of understanding or MOU is a document created between two or more parties or Departments explaining how they will work together or share to achieve a common goal. While MOU's vary in complexity and use, the purpose is to help organizations work together and understand one another's perspectives.

The outline highlights the key components of an MOU.

Section 1. Introduction

This section describes the need, the organizations involved, and why these organizations need to work together. Consider these questions:

1. Why is the MOU being created?
2. What Departments /Schools are participating?
3. Why is this MOU necessary?

Section 2. The Purpose

This portion should briefly explain the goals of the MOU and how and when it will be used. Consider these questions:

4. What are the various goals of the MOU (be specific)?
5. How will these goals be carried out (be specific)?
6. When will these goals be carried out (be specific)?

Section 3. Roles and Responsibilities

To better collaborate, both sides must understand what the other needs to succeed. Understanding expectations from the beginning will lead to a more aligned and successful experience. Consider these questions:

7. Which duties will each organization take the lead on, and which duties will be carried out collaboratively?
8. What resources/ IT support/Facilities support will needed or shared
9. What do staff members of both organizations need (e.g., resources, training) to effectively carry out the MOU objectives?

Section 4. Oversight and Terms of Agreement

The MOU should be considered a working document, and this section in particular. Consider these questions:

10. Period and who will supervise the MOU(Home Departments Facilities Manager Or Dean's office)
11. The process to amend the MOU if circumstances change?
12. How will initiatives at the Department, School and Campus levels be incorporated into the MOU?

**School of Arts and Humanities -Memorandum o
Understanding Between**

and

I. Introduction

This MOU is necessary and has been created to address:

- Item 1: Description
- Item 2: Description

II. Purpose

The goals of this MOU include:

- Goal 1: Description
- Goal 2: Description

Goal 1 will be carried out by (how and when)

Goal 2 will be carried out by (how and when)

III. Roles and Responsibilities

Department 1:

- Role/responsibility 1
- Role/responsibility 2

Department 2:

- Role/responsibility 1

- Role and responsibility 2

Shared roles and responsibilities include:

- Role/responsibility 1
- Role/responsibility 2

IV. Oversight and Terms of Agreement

The MOU goals will have been successfully carried out when:

- Time frame /Supervision of the MOU
- The process to amend the MOU if circumstances change?
- Initiatives

The MOU will be amended by:

- First check-in date
- Second check-in date

The MOU will be amended when:

- Stipulation one
- Stipulation two

Agreed:

Department 1 Representative

Date

Department 2 Representative

Date

Appendix 5 Academic Affairs Space Guidelines

<https://aafaspace.ucsd.edu/best-practices/index.html>