February 29, 2008
Chair Memo 08-1

TO: EECS Faculty
RE: Policy on construction, modification, improvements, utilization, and assignment of space in dedicated project areas

FROM: Edward A. Lee, Chair, EECS
Stuart Russell, Chair, CS, Associate Chair EECS

CC: Kate Riley, Director, Administrative Support, EECS
Scott McNally, Director, Facilities, EECS

This purpose of this memorandum is to document the principles applied by EECS with respect to space improvements that are made in the department in support of research projects, centers, or other dedicated activities.

I. Preamble

Clearly, it is desirable for faculty members, or groups of faculty members, to raise funds for improving spaces in our campus buildings that are to be devoted to special projects. Such improved spaces, when properly managed, not only benefit the project that raised the money, but can also improve the quality of life for many other occupants of a building.

Raising funds and shepherding a renovation project through all of its phases naturally creates some sense of ownership of that space. However, such a feeling of "ownership" cannot be taken too literally, nor extend too long. This memorandum sets guidelines for how "ownership" of a particular project space should be understood, manifested, and eventually phased out.

II. Modifications & Improvements to space

A. Responsibility for UC spaces/buildings. University policy places on the Dean the responsibility for the physical plant of the College of Engineering; such responsibility has traditionally been delegated to department chairs when a building is occupied by a single department (such as Cory Hall and Soda Hall). Department chairs may further delegate this responsibility, and the EECS chair has traditionally done so by division. Thus all space assignment, construction, and renovation decisions in Cory Hall and in Soda Hall (including, but not limited to, removing/reconfiguring walls, painting, changing the keying or locking
policies or patterns) are under the purview of, and require the approval of, the EECS department chair or his/her delegate.

B. **Impact on neighbors and overall building improvement.** Modifying a space for the immediate needs of a Project typically impacts other nearby spaces as well as the general mode of operation of that building. Funds raised for the creation or renovation of project space must not only help to mitigate such impact, but ideally make a constructive contribution resulting in overall improvement to the entire building.

C. **Equity of space allocations.** It is not in our interests to discourage improvements of space even if the improved space benefits only a subset of the department. However, building infrastructure is a common resource to be shared equitably among the faculty. No project or group within the department is entitled to unusual allocations of space either in per-person quantity or in intrinsic quality without specific technical reasons justified by the research or instructional mission. Whether unusual space allocations are justified will be determined by the chair. Given equitable per-person allocations of space, however, any group or project is encouraged to improve the space to make the most effective use of it, subject to the following constraints.

D. **Long-term space uses and reversibility.** Any plan that is submitted for modifying EECS department space must take into account the long-term usability of that space by the department. To the extent that project plans render a space unsuitable for general use, funds should be set aside for converting the space back to general use at the end of the project.

E. **Recharge for use of department resources.** Space improvements will inevitably demand some departmental support, particularly for planning, contracting, and mitigation of impact on residents in department space. The EECS department expects the costs of said department resources to be borne by the project that initiates and carries out the space improvement.

III. **Assignment of space**

A. **Visibility of space assignments.** To ensure fair and uniform space utilization throughout a building, department, or other organizational unit, and to avoid creating sub-groups that appear to be more "privileged" than others, space assignment for all project areas shall be transparent, subject to review by the chair or his/her delegate, and coordinated with the published overall space assignment principles in place throughout that building or organization. In particular, the department chair should be able to identify the occupant of every desk or lab facility and the status of that occupant. If management of the space is delegated to a project by the chair, then it is up to the project management to ensure that such information is readily available to the chair or his/her delegate. Using and maintaining department rosters, for example, ensures this.

B. **Authority to assign project space.** Authority to assign space rests with the department chair, as delegated by the Dean. Significant space reassignments, such as those that occur at the beginning of each semester, may be delegated, at the chair's discretion, to project directors, subject to the visibility constraint above.

IV. **Sunset Clause**
A. Five-year term for special Project space. A group of faculty members may make an investment in, or raise funds for major space renovations to house a special project. Such space renovations must be approved by the chair or his/her delegate, and are subject to equity constraints detailed above. Once approved by the chair, the improved space will normally be devoted to that group’s use for the duration of the project, or for five years (whichever is less), as long as the space is being effectively and efficiently utilized for the original project purpose, and as long as the visibility and equity criteria above are being respected. At the conclusion of the occupancy period – not to exceed five years – the chair (or his/her delegate) will review the use of the space, and may extend its special assignment to the project, or may reassign it for other purposes.

B. Projects currently in place or in progress: In Soda Hall, the RADLab opened in Fall 2006, and hence is subject to review in Fall 2011. If the PARLab project goes forward as planned, it will be subject to such review five years after its official opening. In Cory, the Donald Pederson Center has already exceeded its five year time horizon, and is subject to review by the chair at any time. The Chess/Trust center on the third floor was completed in 2007, and is subject to review in 2012. The Wireless Foundations Center was completed in 2005, and is subject to review in 2010. Room 550 Cory was renovated in 2007, and is subject to review in 2012. Other spaces will be similarly managed.