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Photonics Center Space Management Guidelines

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Overview

The Boston University Photonics Center's (BUPC) managed space includes research laboratories, incubator suites, teaching laboratories, shared laboratories, offices, conference facilities, and common areas. BUPC manages those space resources in a way that best serves its four missions in education, scholarly research, commercialization, and defense development, consistent with space management guidance and policies established by the Provost.

Space is allocated and managed as a resource by the Director, with advice and guidance provided by the Executive Academic Advisory Committee. When space issues involve incubation facilities, additional advice will be sought from the Office of Technology Development. In cases requiring it, due approval will be sought from the Assistant Provost responsible for University space management.

Guiding Principles

BUPC space serves a diverse set of objectives that follow from its multifaceted mission. Space should be allocated in a way that ensures balanced service of those mission components. Routine space turnover should be managed in a way that maintains this balance.

Space should be allocated and reallocated in a way that serves BUPC priorities and strategic goals. As those priorities and strategic goals change, it should be expected that space allocations and assignments will also change.

BUPC space needs and allocations will be evaluated in ways that are quantitative, comparative, and objective, using traditional measures where possible. For example, shared laboratory equipment space will be evaluated via records of equipment usage; faculty research space will be evaluated via faculty annual reports detailing research productivity in scholarship.

BUPC spaces shall be managed under the following general parameters:

BUPC Research Space Plan

1) Allocations

Research space will be reserved for faculty members (and associated students and researchers) who are highly research-active in the field of photonics, and who have a record of achievement associated with BUPC's scholarly research mission.

Priority for research laboratory space will be established on that basis, and all space will be associated with one or more faculty members, and one principal faculty member. While exceptionally active programs will be allocated larger laboratory spaces, it will be a priority to house as many BUPC faculty as possible in BUPC space.

A laboratory's research activity will be assessed by evaluating its principal faculty's productivity and recent past record using standard metrics of scholarly output. Those metrics include prestigious awards and honors in the field, scholarly publications in photonics-related journals, supervision of photonics graduate dissertations and theses, and leadership on grant and contract awards designated as having an affiliation with BUPC on the OSP proposal summary form. The primary source for this information will be the faculty member's "Faculty Annual Report" to Boston University.

Because the Center values commercialization and defense development activities associated with its enabling research outcomes, an additional metric for research activity will involve technology translation activities, including patent awards, collaborative research with industry, and work on defense prototyping projects.

2) Priorities

Research requiring specialized services will have priority in space that has been outfitted with those services. For example: research needing high levels of vibration isolation will have priority in basement laboratories located above the vibration isolation flooring; research requiring specific safety standards (e.g. bio hazard level 2, Class IV laser) will have priority in laboratories already qualified for such use.

Immediate and definite needs for research (e.g. newly appointed faculty) will have priority over later, indefinite needs.

Sharing space among faculty for collaborative efforts is encouraged, as it directly reflects BUPC's core commitment to support interdisciplinary, collaborative research. The primary faculty member responsible for a laboratory, however, remains unchanged by such collaboration.

BUPC will maintain a small transitional laboratory that can support a faculty member's research when temporary needs arise, such as in the case of a newly appointed faculty member, a faculty member whose laboratory is under construction, or a faculty member who has an unanticipated temporary space need. The normal duration for occupancy in this transitional laboratory will be 6-9 months.

BUPC will maintain a small research laboratory dedicated to BUPC R&D in support of its continuing missions in applied research, development and technology transition.

3) Allocation and Support of BUPC Shared Laboratories

BUPC is committed to supporting shared laboratories that leverage the resources available to all of its faculty members and provide critical infrastructure to support photonics research and prototype development. Several shared laboratories and the staff, equipment, and maintenance needed to support them, will be managed by BUPC. All shared facilities will be organized as service centers for the University, with separate accounting, and will maintain a tiered fee structure for academic and non-academic users.

4) Transitions in Research Space Allocation

When a faculty member assigned to a laboratory in BUPC leaves the University, or terminates membership in BUPC, the space will be reassigned by BUPC in accordance with the BUPC Research Space Plan. The prior occupant's research focus, departmental affiliation, and collaborative work will not be primary considerations in space reallocation.

If, over a period of several years, faculty or shared space allocated in BUPC is deemed to be underutilized, the space may be partially or completely reallocated.

Faculty space reallocations, will be initiated by the Director, preceded by detailed discussions between the Director, the Assistant Director and the faculty member about research productivity, plans, and current space utilization. Following such discussions, the Assistant Director will, if appropriate, draft a new space allocation plan for the affected space. This plan will be presented to the EAAC for comment, with copies to the faculty member. EAAC will make recommendations to the Director, who will then render a decision. The decision outcome will be reported to the faculty member, the Chair of the faculty member's home department, and to the Associate Provost for Research. Unless the decision is overruled by the Associate Provost for Research within one month of the decision, the plan will be implemented beginning in the following month.

Shared space reallocations will be initiated by the Director, preceded by open discussion of prospective plans and their rationale at a BUPC faculty meeting. Following those discussions, the Assistant Director will, if appropriate, draft a new space allocation plan for the affected shared space. This plan will be presented to the EAAC for comment, with copies to all BUPC faculty members. EAAC will make recommendations to the Director, who will then render a decision. The plan will be implemented beginning in the following month.

BUPC Office Space Plan

Faculty with research laboratories in BUPC will be allocated an office in BUPC when possible. Faculty requesting an office in BUPC will be granted such an office, when possible, even if their laboratories are not in BUPC. Graduate advisees of faculty with laboratories in BUPC will be offered shared offices in BUPC, when possible. Postdoctoral researchers and research associates and visiting professors associated with research laboratories in BUPC will be offered shared offices with others in these categories.

BUPC Common Area Space Plan

BUPC will manage common areas on floors B, 1-2, & 6-9 in a way that ensures safety while maximizing community services (desks, chairs, tables, information guides, event displays, etc.). Conference facilities and common rooms will be available to the BUPC community. Priority for use in the event of conflicting requests will be determined by the Assistant Director.

BUPC Incubator Space Plan

Incubation activities consistent with the BUPC mission will be housed on the 6th floor incubation facilities, which will be maintained and managed by BUPC.

BUPC Teaching Space

Consistent with its primary mission in education, BUPC will maintain a laboratory for photonics teaching, available to all BUPC faculty teaching topical courses in photonics, and will maintain a small classroom for lectures and workshop presentations. Priority for use of these facilities in the event of conflicting requests will be determined by the Assistant Director.