

## **Allocation and Utilization of Department Space**

All resources, including space, will be allocated and utilized in a manner maximizing our collective ability to realize the Department's educational, clinical and research mission. The Department also endeavors to insure equitable allocation and utilization of resources across the various on-campus and off-campus sites where the Department's mission is realized. Departmental policies align with School of Medicine policies governing the allocation and utilization of space when relevant.

### **Space Committee**

Allocation and utilization of Department space is governed by the Departmental Space Committee which is comprised of the Director of Finance and Administration, the Associate Director for Research, the Assistant Director of Operations, the Vice Chair for Clinical Services, the Vice Chair for Education, the service chiefs for Harborview (HMC) and the University of Washington Medical Center (UWMC), and a faculty representative appointed by the Chair.

## **On Campus Space**

### **Physical Locations**

Pat Steel Building at Harborview (5<sup>th</sup> floor, 2<sup>nd</sup> floor research intervention space),  
401 Broadway, Seattle, WA 98122

Magnuson Health Sciences Building at UWMC (full floors BB16, BB15; partial floor RR8)  
1959 NE Pacific St, Seattle, WA 98195

Sandpoint Building 29 (1<sup>st</sup> floor)  
6200 NE 74<sup>th</sup> St, Seattle, WA 98115

### **Principles**

- 1.** Faculty with a primary faculty appointment in Psychiatry and Behavioral Sciences whose work requires them to work in departmental office space  $\geq$  50% FTE time will have access to a private office.
- 2.** Faculty who work at more than one physical location, whether on-campus or off-campus, will have no more than one private office. They will use shared workspace at all other locations.
- 3.** Faculty who spend more than 50 % of their time in UW Medicine clinical sites (e.g., as inpatient or outpatient attending) or other non-departmental space will have access to a shared workstation / office.

## **Allocation and Utilization of Department Space (continued)**

4. Faculty with administrative or educational duties (hospital, departmental, educational, school leadership roles) will be given access to a private office space as required by their duties.
5. Staff will not be assigned to a private faculty office without prior approval of the Department space committee (see above).
6. Conference rooms are shared space governed by a first-come-first-served policy. All conference rooms will have a shared Outlook calendar and will be available to all department faculty and staff when open. Faculty and staff are not allowed to block large amounts of time on conference room calendars to reserve them for potential meetings not yet scheduled. If there are conflicts about the use of conference rooms, they will be addressed with the help of the Assistant Director of Operations and / or the Department space committee.
7. Research intervention space is shared on a first-come-first-served policy. All research intervention space will have a shared Outlook calendar and will be available to all department faculty and staff when open. Faculty and staff are not allowed to block large amounts of time to reserve this space for potential research subject meetings not yet scheduled. If there are conflicts about the use of conference rooms, they will be addressed with the help of the Assistant Director of Operations and / or the Department space committee.

## **Off Campus Space**

1. Acquiring off-campus space: the requesting group will need to work with department Assistant Director of Operations to provide a rationale and financial analysis to confirm that the necessary funds (usually funds from grants and contracts) are available to support the full cost of the off-site space for the duration of the lease. The Assistant Director of Operations will work with UW Real Estate to process the request. Faculty and/or staff are not permitted to work directly with UW Real Estate.
2. Renewing/Modifying/Terminating off-campus lease: If a group is requesting to terminate the lease contract (early or on time), they will need to work with the department Assistant Director of Operations who will work with the UW Real Estate office to navigate any fiscal consequences. Faculty and/or staff are not permitted to work directly with UW Real Estate.
3. Onsite management of lease: the occupying group will be responsible for daily operations and communications with property management at their site. If a discrepancy with the contract does arise with the property management, the group should reach out to Assistant Director of Operations for further support.

## **Allocation and Utilization of Department Space (continued)**

4. Apportionment of Lease (and related) Costs for Shared Off-Campus Research Space:  
When faculty share off-campus space used for sponsored research and similar activities, e.g. related goods & services or policy work, the lease and related expenses are charged as a direct cost to the projects using the space. Lease agreements between landlords and UW Real Estate are based on square footage being leased. To insure compliance with sponsor requirements regarding apportionment of shared costs to sponsored budgets, lease expenses will be apportioned based on square footage utilized by each Principal Investigator. If faculty/staff devote effort to more than one project, the lease will be further apportioned based on the FTE that person was paid from the budget that benefits from use of the space.