

Office of the Provost, Auburn University

Academic Space Planning Template

Version: AU Academic Space Planning Template 011706 Version w 12 jul06

1. Introduction

1.1. Purpose of this Template

Auburn University is dedicated to achieving the most efficient utilization of its current and future facilities to support its educational and research programs. The office of the Provost along with the office of Space Planning and Management (SPM) are charged with coordinating academic planning with the efficient investment of capital into the campus portfolio of facilities. This template is designed to collect requisite planning data from academic departments and colleges that propose some change to their assigned facility space. Once the submitted data has been reviewed, units may be asked for additional support information.

1.2. Outline of Data Requested

Data beyond what is requested should not be included in the standard template responses, but can be attached to a submission as addenda.

A. Academic Planning Data

The College will be asked to succinctly define the academic plan of your College and its Departments. The clear link with the academic mission and strategic plan of the University must be stated concisely. What are the unique academic goals of the College and its departments in terms of actionable initiatives?

The College will be asked to provide the number of current and projected faculty, number of graduate students, their research appointments, and other related information to proposed changes in population within your College.

B. Space Planning Data

The College will be asked to determine the qualitative nature of your existing space. SPM will assist you in this process.

The College will be asked to provide information on how proposed usage and/or addition of space will contribute to meeting the stated academic goals.

C. Financial Data

Auburn's space planning philosophy recognizes certain needs for new space development, but also encourages more effective use and reinvestment into existing space. Any proposed expansion must be clearly validated; the College will be asked to provide financial strategies for proposed changes or additions to space.

The College will also have the opportunity to provide information that may impact space needs based on special or atypical research or other usage.

2. Academic Data to be Provided by the College/School

- 2.1. Attach a copy of your College's and any specifically impacted Departments' academic plan. This should be in executive summary format, limited to a total of 750 words.

The plan should be commensurate with the College's *Strategic Plan*, and should enumerate academic goals, rationale for change/growth, and a quantification of components that will be impacted by the plan (e.g. number of faculty, graduate students, volume of research, etc.)

In addition to the executive summary, please provide responses to the following items:

- 2.2. Briefly state what changes in your facility space will advance your academic mission and how. Please limit this response to 150 words.
- 2.3. What academic metrics demonstrate the need for capital investment into your unit's facility space? How does your unit rank among peers based on these metrics? Please limit this response to 150 words.
- 2.4. Has the university established limits to the number of your faculty, graduate students, or undergraduate student capacities in your College or Department? What are the limits of the size of your Department established by the office of the Provost or by the College? What primary factor constrains your growth? Please limit response to 100 words.
- 2.5. Provide detail for up to 5 strategic initiatives that require investment into new or existing facilities. Give a project title, a brief description; explain the link to your academic plan. Please limit this response to 200 words.
- 2.6. Provide the total number of approved faculty positions and students for the current academic year and the previous 10 academic years for the College on the following table. *Similar data for each Department or unit should be included individually in an Appendix attached to the Template.*

2.8. Provide the total dollar amount of research grants received during the past seven years, as well as projected research income for the next seven years for the College. *Similar data for each Department or unit should be included individually in an Appendix attached to the Template.*

Historic Grant Income	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006
Research Grants							
Other External Grants or Related Funding							
TOTAL							
Projected Grant Income	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Projected Research Grants							
Other Projected External Grants of Related Funding							
TOTAL							

2.9 Provide evidence that supports projected numbers of approved positions. Include brief information on national/regional growth trends, major capital initiatives, etc. *(Maximum of one page)*

3. Space Information to be provided by the College/School

- 3.1 What is the direct impact of facility space capital investment (renovated or new) to your academic goals? Please limit response to 150 words.
- 3.2 Are there peer “best practices” for types of classroom space, research space, and office space in your academic discipline? Of the programmatic qualities of the additional space, what are most important to your College or Department? Please limit response to 150 words.
- 3.3 Consistent with the goal of maximizing the utilization of existing facilities, SPM will be interactive in assessing the qualitative condition of your current facilities. You should engage SPM to determine if it is appropriate to review those facilities for compliance with AU construction standards before submission of this template response.
- 3.4 Departmental growth and its impact on research space needs are modeled at Auburn University based on national standards for space planning. The models provide projections of research space needs that enable more efficient planning of campus academic space capital expenditures. Enter the requested data in the tables below. ***The requested information should be provided separately within the Template for each individual Department within the College.***
- 3.4.1 What is your unit’s average faculty research appointment? e.g. 25%, 50%, etc.
- 3.4.2 Of your unit’s graduate students (PhD, post-doc, masters), what percentage are employed as GTAs?
- 3.4.3 Of your unit’s graduate students, what percentage is employed as GRAs (or other types of Graduate Assistants for extension, outreach-related activities, etc.) who are funded through grants or other external sources?
- 3.4.4 Of your unit’s graduate students, what percentage is employed as GRAs and is NOT funded through grants?
- 3.4.5 Of your unit’s graduate students, what percentage is not employed as either GTAs or GRAs? (note: The sum percentage of 3.4.2 through 3.4.5 MUST total 100%; no student should be counted twice)
- 3.5 Provide specific facility requirements of funded research. Identify any unique or specialized space requirement that would not be considered standard or typical research space (i.e. specialized air conditioning, power requirements, structure, etc.) Please limit response to 200 words.

3.6 For funded research in each unit, provide the following using the following research and space types. Disciplines with similar intensity and space types can be grouped:

#	Research Discipline	Percentage of unit's total research (must total 100%)	Research intensity type * see key	Space type *see key
S	Sample: "Computer Software Development"	25%	1	1
1				
2				
3				
4				
5				

Research Intensity	type
Low- Desk/Storage only.	1
Low-Moderate- Desk/storage, plus some project workspace.	2
Moderate- Minimal design, minimal lab work, testing.	3
Moderate-High- Increased design, bench research and testing.	4
Intensive wet, dry, and dirty lab space	5

Research Space	type
Office space with PC	1
Office plus project workspace for individuals or groups	2
Traditional bench research, w/ hoods, gas, etc.	3
Dirty lab space for materials testing	4
High Bay space, special needs (high-strength floor, etc.)	5
Clean rooms, min. air changes	6

3.7 Enter current assignable square footage (ASF) for the College/School.

Space Type Description <i>*see exhibit 6.1</i>	Use Code	Total ASF
General Purpose Classroom (assigned to College or Department)	110	
General Purpose Classroom (assigned to the University)	110U	
Class Lab Space	210	
Open Lab Space	220	
Research Laboratory, and Service (set-up, storage)	250 & 255	
Special Use Lab	260	
Faculty Office	310	
Graduate Student Office	320	
Administrative Office (Dean, Dept Head)	310a	
Technical and Clerical	310c	

3.8 Enter current Course Information (averages by Course Type/Space Type)

Space Type	Average number of hours that rooms in your dept. are scheduled each week	Average number of course contact hours per class within department (e.g. "3.2")
General Purpose Classroom (110), (assigned to college or department)		
Class Lab Space (210)		
Open Lab Space (220)		

4. Financial Information to be Provided by the College/School

4.1 Financial viability of space investment targets

For all space on campus there is a high expectation of both utilization as well as return on financial investment. These two metrics are the most pure measurements of academic space. Classrooms and teaching labs are best measured by utilization, while research offices and laboratories must be considered from an economic standpoint.

Provide a summary of costs and funding for the proposed renovation and/or addition of space. (SPM can assist you with projected construction costs.) Proposals that include the addition of faculty or staff should provide financial rationale for these positions. Vacated space which reverts to the University should also be included, as this has a financial impact. Please limit response to 300 words.

5. **Special Opportunity Information to be Provided by the College/School**

- 5.1 SPM recognizes that each College and Department is presented with unique opportunities for programmatic improvements. Any such opportunity having an impact on space planning should be described with a clear link to the academic mission of the Department. Please limit response to 200 words.

6. **Exhibits**

6.1 *Space Type Definitions*

Use Code	Space Type Description	Definition
110	General Purpose Classroom	Rooms used for <u>scheduled</u> instruction that requires no special, restrictive equipment or configuration. It includes general-purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for <u>scheduled</u> , non-laboratory instruction.
210	Class Lab Space	Rooms used primarily for formally scheduled classes that require special purpose equipment or a specific room configuration for student participation experimentation, observation or practices in an academic discipline.
220	Open Lab Space	A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. Included in this category are: music practice rooms, language laboratories used for individual instruction, studios for individualized instruction, and computer laboratories involving specialized, restrictive software or where access is limited to specific categories of students.
250 & 255	Research Laboratory & Research Lab Service Area	Rooms used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program.
	Lab Storage & Setup Space	
260	Special Use Lab	
310 & 320	Faculty & Graduate Student Offices	Rooms that are used as individual, multi-person or workstation space that is used by faculty, staff or students when working at one or more desks, tables or workstations. It also includes service support rooms for those offices as well as conference rooms and their service/support rooms.