

# **School of Mechanical Engineering Graduate Student/Post Doc Office Policy 02/19/2021**

## **General Information:**

The ME office space dedicated to graduate students and postdoctoral associates will be divided into two groups. Approximately 75% will be converted to 'group assigned space' and approximately 25% will remain user assigned space.

## **The 'User Assigned' space will be allocated as follows:**

The 'User assigned' space will be used to support postdoctoral associates, Gilbreth and Lambert Fellowship recipients, and other selected personnel as designated by the head and assistant head. Assignment will be at the discretion of the School Administration. These spaces will all be resident desk spaces in a shared office.

## **The 'Group Assigned' space will be allocated as follows:**

Each year, faculty members who would like to make use of said space will submit a request to the Assistant Head. Requests will be made in April and represent needs starting in August.

Requests will include:

- Amount of Space requested:
  - o Number of Resident Desks
  - o Number of Shared Desks
  - o Any Specialized Equipment (3D Printer for instance)
  - o Number of University owned computers to be installed in these spaces
  - o List of students expecting to use this space, including the following information
    - Type of research the student is conducting: predominately experimentally, theoretically, or both (percentage split between experimental/theoretical)
    - Academic program: PhD, thesis MS, non-thesis MS, PMP
    - Type of financial support: RA, TA, Fellowship, no funding
  - o Location of Experimental Research Space – if any
  - o Any Collaboration requests with other research groups
  - o Type of Research the Faculty member is doing
  - o Any explicit needs to space outside the experimental lab
  - o Paragraph (200 words or less) describing how this space will be used and what impact it will have on their research efforts.

The Assistant Head, and/or their designees, will review the office requests over the summer and prepare a preliminary assignment plan to the ME Space Committee for review. The Space committee will supply any comments back to the Assistant Head who will make the final assignments.

## **Criteria used for assignment of 'Group Space':**

It is anticipated the request for space will be larger than the available space. As such, prioritization will need to occur.

- Does the faculty member have experimental research in another building/facility? If so, office/administrative space should normally be co-located with the experimental space.

- Does the faculty member have office/computational space located in another building/facility? If so, office/administrative space should normally be co-located with this space.
- Does the faculty member have administrative space associated with their existing research facilities?
- Is the faculty member research significantly 'experimental' or 'computational'?
- What type of University owned equipment is needing to be installed? (Workstations/3D Printers etc.)
- How many students need to be supported? What is the ratio of Masters/PhD students and is the balance between requested shared space and resident space 'reasonable' for the needs?
- Groups with more 'Research Assistantship' funding will get priority for more space allocation. That being said, all groups will be eligible for space to support research needs even if there is no 'Research Assistantship' funding.