

Policy Title: Space Use Policy**Policy ID:** TBD**Status:** FINAL**Original Policy Date:** August 28, 2023**Last Revised:** August 1, 2025**Oversight Executive:** Dean, Associate Dean for Administration, and Associate Dean for Academic and Faculty Affairs**Applies To:** SDS Team (faculty, staff, and students receiving space allocations)**Publicize Policy:** Yes**Reason for Policy**

The School of Data Science has an interest in promoting active in-person collaboration and creating vibrant, dynamic space for stakeholders, team members, and students. Therefore, there must be strong consideration of, and commitment to, the usage of all SDS space. The concepts of cost-effectiveness, sustainability, wellness, and utilization were emphasized and optimized in the new building. To implement this vision, the school, faculty, staff and students should respect SDS spaces and use them in an efficient and effective manner.

Definition of Terms (Optional)

Administrative home: Department/school where an employee's administrative needs are managed.

Joint employees: Employees with appointments in more than one department/school.

Hoteling space: Shared space – either open or in an office – that can be used on an as-needed basis. Hoteling space includes a place to secure valuables and other items during use.

Policy Statement

The School of Data Science supports success and academic freedom in all areas of work and engagement. Every effort will be made to ensure that all stakeholders have the quality and quantity of space needed to pursue their goals and advance the mission of the school.

This policy governing the usage of staff and faculty offices applies only to those with assigned office space. By accepting assigned office space, faculty and staff agree to abide by this policy. Faculty and staff retain the right to use School hoteling space if they choose not to have assigned office space.

The Dean is ultimately responsible for all space usage and allocations within the school. Any conflict or other disagreement regarding an allocation, usage, or other space matter shall be brought to the Dean for review and resolution. The decision of the Dean is final.

Space allocation and usage is determined according to the following principles:

- Space assignments will be commensurate with activities in support of the mission of the school and the University. We recognize that the needs for space vary widely, and that such variations will be accounted for in the assignment process.
- It is the professional and ethical responsibility of all stakeholders to utilize, in fulfillment of their responsibilities as aligned with the mission of the school, all space assigned to them to the

fullest possible extent, to preserve the quality of said space, and to relinquish to others any space that becomes underutilized.

- Staff engagement in person and in the activities of the school in alignment with the workplace flexibility guidelines is expected and will be reviewed at the time of annual performance evaluations.
- Presence and engagement is a requirement of all faculty, and the degree to which faculty are present (in-person) and engaged in SDS activities will be reviewed as part of the annual review process.
- Allocation decisions will be based on comprehensive, holistic analysis, and will not rely entirely on metrics or formulas.
- Upon accepting grants, SDS has the obligation to provide space that supports the work necessary to fulfill the requirements of those grants.
- Arrangements for sharing space will be encouraged and supported, as sharing tends to improve efficiency and facilitate collaboration that is essential to the work of data science and higher education.
- Use of space for university and outside community events will be encouraged if it does not impact the safety, teaching, research and service activities of faculty and staff.

Procedures

Space allocation and usage is made utilizing the following policies and procedures:

- The school requires the signing and adherence to the space policy form before space is formally allocated.
- Professional and ethically responsible use of assigned space as defined above will be considered as part of the service component to the school during annual review.
- Multiple offices are not permitted per university policy except for rare cases with justification for extreme geographical need. Approval and justification for a second office is at the discretion of the provost or their designee. Those with an administrative home in another school or unit will receive their primary workstation from that unit and will have access to hoteling space in SDS.
- New faculty will be assigned space to maximize their interaction with each other and established faculty as far as space limitations allow.
- Staff will be assigned space by their manager which is in turn assigned to the unit by the Associate Dean for Administration in consultation with the dean.
- Faculty and staff on extended approved leave (e.g., sabbatical) of 3 or more months overlapping with fall or spring semesters may have their space temporarily used as hoteling space for the duration of their absence.
- Faculty offices and graduate student cubicle space will be designated by the dean in consultation with the Associate Dean for Administration and the Associate Dean for Academic and Faculty Affairs. Individual office and workstation assignments will be made by the dean in consultation with Associate Deans of Academic and Faculty Affairs and Research. Consideration will be given to seniority and logistics relative to proximity to a faculty members' research group, lab space, or other equipment and/or collaborators.
- Postdoctoral trainees, graduate students, and research staff of faculty with their primary appointment in the school will be allocated cubicles or other shared space such that, as far as possible, groups are contiguous.

- Postdoctoral trainees, graduate students, and research staff of faculty with primary appointments elsewhere will receive their primary workstation from that unit and will have access to hoteling space upon request.
- Emeritus/retired faculty and staff may be provided with office space, if available, and in accordance with their contributing activities. Shared space shall be the primary option in these cases, but private offices may be assigned to individuals who are actively engaged with research, teaching, or other activities.
- Unused or underutilized space may be reassigned to another stakeholder.
 - A faculty member who occupies an office for less than three days per week (by at least a half day) during an academic semester (Fall or Spring) for a period of four weeks or more will be moved to hoteling space (including the use of a private locker space). Exceptions may be made by the dean under exceptional circumstances, such as the need to teach on central Grounds for extended periods or engagement in research projects that require the faculty member to be absent from their office for substantial amounts of time.
 - Permanent staff space will be allocated for those who work from the office at least three days per week. Workstations in shared spaces may accommodate staff schedules for those remote three or four days per week at the discretion of the manager in consultation with the Associate Dean for Administration.
 - Graduate student cubicles seen to be regularly unoccupied will be reallocated after notifying the student advisor with two weeks' notice.
- Team members asked to relocate will be given two weeks to comply. If they are absent and other arrangements have not been made, after two weeks the contents will be moved to storage.
- Conference rooms will be bookable in 30-minute segments, available for reserve up to a semester in advance and will include text for display on the outside scheduling panel. If a space is unoccupied 10 minutes after the start of a booking, the space becomes available for open use until the next scheduled booking. Spaces should be released from the booking system if it will not be used. Any regular booking that is not used without being released from the booking system more than 3 times in a row may be administratively removed and require re-booking.
- The wellness and affirmation space are governed by Administration and will be a shared space for all in coordination with the developed guidelines for usage.
- No functional changes shall be made to space without approval from the Dean, coordinated through the Associate Dean for Administration.
- Periodic space surveys will be conducted, with support from representatives from across the school, the Dean's Office, and Facilities Management.

Related Information (*include links to related University policies or other documents*)

[UVA Space policies and resources](#)

Non-conformance with policy

Faculty or staff encountering non-conformance with this policy should report this to the Dean's Office.

Next Scheduled Review: Summer 2025

Approved by, Date: Approved by SDS Academic Committee, 11/21/23; Approved by SDS Faculty 12/8/23, Approved by SDS Dean 12/8/23

Supersedes (previous policy date): N/A