

March 13, 2008

CMAST POLICY AND PROCEDURAL GUIDE ON SPACE ASSIGNMENTS

The Center Director is responsible for assignment of space at the CMAST facility according to the Administrative and Advisory Structure Section (page 6) in the CMAST Charter of February 1997 and pursuant to the following procedural guidelines:

1. The Center Director will chair a committee with one faculty member from the College of Agriculture and Life Sciences, College of Physical and Mathematical Sciences and College of Veterinary Medicine.
2. The Center Director will review space assignments annually consulting with the space committee as needed. Annual review of space assignments will include program productivity based on materials provided for inclusion in the Annual Center Report. Whenever feasible, special consideration will be given to maintain a programmatic balance between the three colleges.
3. The Center Director will assign space according to long and short-term needs of the marine sciences resident faculty, campus-based marine sciences faculty and other faculty with related program interests.
4. Long-term space assignments are made at the college and/or department level according to the programmatic needs of resident and/or rotational faculty from CALS, PAMS and CVM.
5. Short-term space assignments are made on a space available basis, shall not exceed more than one year, and be based on their potential to contribute to the Center's mission. An application for renewal of short-term space assignments will be considered along with all other requests for short-term use. One large laboratory and two offices are reserved for short-term assignments. This space is divided into four work areas and supports the research of four independent projects.
6. First priority will be given to the marine sciences faculty at NC State University. Among the marine sciences faculty, priority will be given to those faculty from CALS, PAMS and CVM.