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Applicability Saint Louis
University

Research Space Review Committee Charter

Mission Statement/Purpose

The Research Space Review Committee will provide general oversight, advice and recommendation to the Dean on the utilization of research space at the School of Medicine using the *Policy for Evaluation of Productivity and for Assignment of Laboratory Research Space in the School of Medicine*.

<https://slu.policystat.com/policy/14402064/latest/>

The Research Space Review Committee reports directly to the Dean.

Membership

Voting members of the Research Space Review Committee are appointed by the Nomination and Election Committee as outlined in the School of Medicine Bylaws of the Faculty.

The Research Space Review Committee shall consist of six faculty members (three faculty from the basic science departments and three faculty from the clinical departments). Department chairs are not eligible for membership.

Members will be appointed for three-year terms and may be reappointed for an additional three years. At least one year must elapse before eligibility for membership in future. Appointments to the Committee shall be staggered to assure no more than two to three members in any year are replaced.

Ex-officio members without vote shall include the Associate Dean for Finance for the School of Medicine, the Vice Dean for Research at the School of Medicine, and the School of Medicine Research Planning and Operations Manager.

The School of Medicine Research Planning and Operations Manager shall provide administrative support.

Chair

The Research Space Review Committee will be chaired by an additional Committee member nominated by the Faculty Affairs Committee and appointed by the Dean. The Dean-appointed chair will be appointed for two years and shall alternate between basic and clinical sciences. The chair shall not be eligible to serve longer than two consecutive terms.

Responsibilities

In evaluating the utilization of laboratory research space pursuant to requests for assignment of space submitted to the School of Medicine Research Planning & Operations Manager, the Research Space Review Committee shall:

1. Act in an advisory capacity to the Dean regarding the assignment of laboratory research space within basic science and clinical departments;
2. Analyze the merit of research space requests that are submitted to the School of Medicine Research Planning & Operations Manager throughout the year using the SOM Research Space Request Form, as amended or updated from time to time. This analysis will be based on the information provided by the corresponding department and other pertinent factors, including, but not limited to: proximity to other investigators and collaborators; proximity to instrumentation and animal facilities; and BSL level.
3. Participate in regularly scheduled meetings to facilitate the ongoing review of space assignment requests as they are received;
4. Analyze the space assignment options proposed by the School of Medicine Research Planning & Operations Manager, in consultation with the Dean and the Chair of the Department, and presented to the RSRC for consideration, and based on the information submitted on the SOM Research Space Request Form. Evaluate options and make recommendations of optimal space assignment, if warranted;
5. Provide the School of Medicine Research Planning & Operations Manager with a thorough analysis of the options proposed by the Dean of the School of Medicine; and
6. Recommend changes/updates to the SOM Research Space Request Form based on current trends in research activities, requirements, and funding resources when appropriate.

Meetings/Procedures

The Research Space Review Committee shall meet once a year, with additional meetings scheduled by the Chair as necessary to complete annual reviews.

When there is a call for a vote, there must be at least 5 voting members present. The Chair states the motion clearly, which is seconded by a voting member and it is passed with a simple majority of voting committee members.

The minutes of the meetings are recorded by the School of Medicine Research Planning and Operations

Manager and forwarded to the Dean.

References

[School of Medicine Policy for Evaluation of Productivity and for Assignment of Laboratory Research Space](#)

Date Revised

Committee Charter approved by committee members 10/16/2023

Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	10/16/2023
SOM of Policy and Procedure Review Committee	Stephanie Decker	10/16/2023
SOM of Policy and Procedure Review Committee	Jane McHowat: FT 12 Mo Faculty	10/16/2023

Applicability

Saint Louis University