

Steve Hicks School of Social Work Research Space Allocation Policy (10/14/21)

The Steve Hicks School of Social Work is fortunate to have two buildings close to one another (School of Social Work, SSW & John Hargis Hall, JHH) as well as space at Lake Austin Center (LAC) and the Pickle Research Campus (PRC). Given our ever-expanding research activities, our space is limited and requires principles to guide space allocation in all of our locations. With flexible work arrangements, however, constraints on our space may be less urgent and gives us an opportunity to utilize our space more creatively. Requests for space can be made by sending an email to the SHSSW's Building Manager, currently [Desiree Pacheco](#), who will coordinate with the Space Committee.

General principles:

- Tenured/tenure-track and Research faculty will have one primary office in one of our locations.
- Faculty with sponsored research grants/contracts will be prioritized for space.
- Full-time research staff will be prioritized over part-time staff/students for space, and all part-time employees will be in shared offices.
- Those research staff working more than 2 days remotely should share offices to minimize the need for additional space that might be used by teams working in person.
- Space commitments that were negotiated as part of an employment offer will be honored.
- No space is considered permanent given the fluid nature of funding.

School of Social Work

- Postdoctoral fellows will have one shared office.
- The Institute for Organizational Excellence will continue to occupy suite 3.212E.
- The Texas Center for Disability Studies will have one office.
- The Institute for Collaborative Health Research and Practice will have one office.

John Hargis Hall

- For the foreseeable future, the five Institutes that are currently located in JHH will remain there: Health Behavior Research and Training Institute, Institute for Military and Veteran Family Wellness, Institute on Domestic Violence & Sexual Assault, Texas Institute for Child & Family Wellbeing, and the Texas Institute for Excellence in Mental Health.
- Recognizing that research staff and space needs will expand and contract over time, based on external funding & project needs, the Institute Directors will work together with the assistance of OADR staff to make any changes to the allocation of space in JHH and annually submit a plan to the Associate Dean for Research (ADR). Should an agreement not be reached regarding space allocation, the unresolved dispute will be resolved by the ADR.
- The Child Welfare Education Collaboration will transition to JHH.

Lake Austin Center

- For the foreseeable future, the Addiction Research Institute will continue to occupy their allocated space.

Pickle Research Center

- For the foreseeable future, The Texas Center for Disabilities Studies will continue to occupy their allocated space.