

EEJ ECERC Space Allocation Policy

In accordance with the mission of the EEJ ECERC, it is expected that the specific projects housed in the building will change over time as externally-funded projects are completed and new projects are funded. To ensure that all occupants of the building contribute to the mission outlined above, a Space Allocation Committee has been established to review requests for space in the EEJ ECERC and make recommendations to the Dean of the College of Education and Human Services. The Dean will make final decisions regarding space requests in the EEJ ECERC.

People wishing to have space allocated in the EEJ ECERC must complete and submit the attached form to the EEJ Endowed Chair of Early Childhood Education who chairs the Space Allocation Committee. The Space Allocation Committee consists of the Chair, the Endowed Chairs already housed in the EEJ ECERC, and the directors of NCHAM and the CECE. Requests for space should be submitted at least sixty (60) days in advance of the date that occupancy is being requested.

The Committee will meet as needed to consider requests for space. Projects will be granted space based on the degree to which those projects focus on activities that are consistent with the mission of the EEJ ECERC outlined above.

Preference will be given to projects that:

1. will be connected to existing projects in the building (e.g., the Emma Eccles Jones Center for Early Childhood Education, the Language and Literacy Clinic, NCHAM, Early Care and Education Center, Sound Beginnings);
2. are associated with research and/or clinical programs and activities of EEJ-COEHS Endowed Chairs;
3. have interdisciplinary components
4. have external funding.

If current occupants experience gaps in funding, the Space Allocation Committee may award space on a short-term basis (up to 12 months) based on the potential for future funding.

As additional EEJ Endowed Chairs are hired, space for some occupants in the building may be need to be reassigned in order to ensure that appropriate research and/or clinical space is available for incoming Endowed Chairs. If such reallocation is necessary, affected occupants will be given at least 3 months notice and appropriate alternative space will be identified.

The Space Allocation Committee may establish assessments of building occupants to cover on-going operational costs for services, such as mail distribution, photocopying, internet access, phone services, etc.