

Addendum to CBIS Space Policy 7/25/08
Reviewed by the Deans of Science and Engineering and
Approved by the CBIS Executive Committee

- Faculty must vacate office space immediately on departing RPI or when failing to receive renewal of assigned space within CBIS (subject to the appeal process described in the CBIS Space Policy*). This office space will be reassigned by CBIS to new faculty Biotech residents who may or may not be a member of the same Department/School.
- On departing RPI or on failing to receive renewal of assigned space within CBIS (subject to the appeal process described in the CBIS Space Policy), faculty must vacate all laboratory space including shared instrument rooms. This laboratory space will be reassigned by CBIS to new faculty Biotech residents who may or may not be a member of the same Department/School.
- Instrumentation purchased for the faculty and not moving with the departing faculty member is Institute property. The School in which the departing faculty member holds their appointment should take control of this instrumentation. **There are three possible fates for instruments and equipment that remain after a resident departs:**
 - (1) to be removed from the Biotech building within 30 days of faculty departure;
 - (2) to be transferred to a Biotech Core for supervision and general access by all RPI faculty; or
 - (3) to be transferred to a specific faculty resident within Biotech (subject to CBIS approval of space required within Biotech for the housing this equipment). CBIS will take charge of all abandoned instrumentation unless otherwise notified by the Dean's office within 30 days of faculty departure from Biotech.
- Instruments purchased using New York State monies by or for a faculty member involving a CBIS org will remain under control of CBIS on departure of that faculty member from the Biotech building.
- RPI students working for departing faculty may request continued access to CBIS space and facilities until completion of their degree. This request must be accompanied by designation of a new faculty mentor who must be housed within Biotech and approved by CBIS, and who will be responsible for the on-site supervision of these students. Housing is not guaranteed and is subject to the availability of space and compliance with CBIS rules and policy. If the students of a departing faculty member cannot be housed in the Biotech building their home department is responsible for finding alternative laboratory and office space and facilities.

* If a faculty Biotech resident is asked to leave the Biotech building they have a 1-year period in which to vacate their space during which they can file an appeal.