

ROOM FUNCTION DEFINITIONS

01 Instruction/Departmental Research

Teaching and training activities (including sponsored instruction and training projects) for credit or noncredit through regular academic departments or separate divisions. Includes space used for departmental research that is not funded by internal application of institutional funds.

INCLUDES:

- Scheduled and unscheduled courses included in regular instruction
- Curriculum development and modification
- Continuing education courses and programs
- Sponsored instruction and training projects (e.g. NSF Summer Institute for High School Science Teachers)
- Counseling students - academic
- Supervision of graduate students (instruction related)
- Development of departmental research projects
- Departmental reference collections
- Administrative support benefiting only the above activities and not including departmental administration

02 Organized Research

Research and development activities include organized research projects whether funded externally or by internal application of institutional funds or committed university cost sharing. Includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

INCLUDES:

- University research that is separately budgeted, has a defined work scope or statement, a specific commitment of deliverables or personal effort, specific line item budgeting detail by activity and project period and requires formal response summarizing scientific results or conclusions.
- Planning and experimental work on an external or institutional project
- Supervising students paid from research funds
- Preparing and presenting project results
- Project-related correspondence and other activities
- Any administrative effort directly related to the project
- Work related to the above activities, but not including departmental administration

03 Other Sponsored Activities/Public Service

Programs funded externally that involve the performance of work not identified under Functions 01 (Instruction/Departmental Research) or 02 (Organized Research). Public service activities undertaken by the university without outside support should be classified as Other Institutional Activities (04).

INCLUDES:

- Public education workshops and seminars
- Client-centered clinical activities not directly related to instruction or research
- Community service programs
- Neighborhood and community health service projects
- Institutional assistance programs

04 Other Institutional Activities

All activities not specifically assigned to Functions 01-03 or 05-10.

INCLUDES:

- Public service activities undertaken by the institution without outside support
- Auxiliary operations, service account activities, agency accounts, and hospitals
- Service on a community committee
- Service on fund raising activities such as United Way

05 Departmental Administration

Activities related to administrative and support duties in academic departments, organized research units, deans' offices, and/or administrative offices at the school, center, or division level, which benefit more than one activity or objective. Includes space used in fulfilling committee responsibilities or performing other services supportive of department administration. Excludes committee or other service (such as on a curriculum committee or a promotions committee) that is related to the instruction, research, or public service missions of the university and is allocable to one of the categories (01-04) already described.

INCLUDES:

- Preparation, maintenance, and storage of departmental records
- Departmental policy and procedural matters
- Space planning at the department or school level
- Personnel recruitment, personnel administration, and affirmative action compliance at the department or school level
- Work related to membership in professional societies that relate to one's administrative responsibilities

06 Student Administration and Services

Activities performed for the administration of student affairs and services.

INCLUDES:

- Dean of students' office, registrars' office, admission office
- Placement offices
- Student health and infirmary services
- Personal counseling facilities
- General academic counseling provided by the institution, but not related to a specific course or specific thesis topic
- Committee work, administrative duties and professional activities directly related to the above but not including departmental administration

07 General Administration

General executive and administrative and support activities performed at the campus or university level, which do not relate solely to any of the major functions 01-04 (Instructional/Departmental Research, Organized Research, Other Sponsored Activities/Public Service, or Other Institutional Activities).

INCLUDES:

- Presidents' and vice presidents' offices'
- Financial management services, purchasing, accounting and payroll departments

- Human Resources, budgeting and institutional planning departments
- Service on faculty council
- Service on a university or campus level committee such as a search and screen committee at the chancellor, vice presidential, or presidential level

08 Sponsored Projects Administration

Administrative units created for the primary purpose of providing management services to the sponsored programs of the institution.

INCLUDES:

- Grant and contract administration and management departments
- Research and sponsored program offices at the university or campus, school, or department level

09 Library Services

Space used by personnel providing central and school-wide library services primarily to students, faculty, and staff of the institution. Excludes departmental reference collections.

INCLUDES:

- Library staff (administrative and support)
- Library stacks and study space

10 Physical Plant

Activities performed for the administration, supervision, operation, maintenance, preservation, and protection of the physical plant.

INCLUDES:

- Administration of physical plant
- Building and facilities maintenance activities
- Routine maintenance and repairs
- Custodial and utility services
- Campus police and safety divisions
- Environmental safety
- Property, liability, and all other insurance related to property
- Space and capital leasing
- Facility planning and management
- Central receiving