University of Nebraska Medical Center  
College of Pharmacy  
Office and Laboratory Space Request Procedure

Faculty who feel they require additional office and/or laboratory space in the College of Pharmacy may submit a request to their department chair following the procedure outlined below.

1) Prepare a brief, succinct explanation of your additional space needs, including any special requirements (i.e., for personnel, equipment, etc.), detailing the amount (e.g., approximate square footage) needed, its intended use, why it is needed, who would occupy the space (i.e., name, title, function, and FTE), and justification(s). If you have suggestions as to specific space in the Pharmacy Building that would meet/accommodate your need for additional space, they are welcomed and encouraged.

3) Date space is needed.

4) If renovations are required, how, and by whom, those expenses would be covered. How much of the renovation costs you are willing to cover, including funding source(s).

Following receipt of the formal office/laboratory space request, the request will be reviewed by the department chair. If approved by the chair, a formal recommendation will be submitted to the College of Pharmacy dean. Final approval of the request will be the decision of the UNMC Research Space Committee in conjunction with the Dean.

If you have any questions regarding the space request process, please contact your Department Chair.

Revised Date: December 1, 2015