

Office of the Dean

SUBJECT: College of Health & Human Sciences Research Space - Weeks Hall

DATE: January 2025

PURPOSE: The purpose of this Operating Policy/Procedure is to describe the processes for requesting research space in Weeks Hall

REVIEW: This OP will be reviewed when changes are necessitated by new college or university policies.

OVERVIEW

TTU provided space in Weeks Hall to the College of Health and Human Sciences to help expand our research efforts. Since then, the space has been used for various purposes, including for research and graduate students. More recently, the space was used for the Students Mental Health Community. Some space was assigned to departments without dedicated space, while others were designed to be open for short-term projects. Currently, the college has limited space for these short-term projects on the west side of the 2nd floor. This office space will be prioritized for specified periods to house faculty or students working on funded research projects and for recruitment of new faculty with specific space needs.

PROCEDURE

The College of Health and Human Sciences allows faculty to request research space in Weeks Hall (see attached application). Space is available for currently active research projects, with priority given to faculty with externally funded research projects. The space provided will be only for the project's duration (the funding period), and faculty will need to re-apply for any subsequent projects. Space is to be requested only when the faculty member has an active project and does not already have the needed space within what is provided by the department. The CHHS Research Office will oversee the allocation of space and final decisions will be made by the Associate Dean of Research in consultation with the Dean.

Please submit a completed application to Malinda Colwell - malinda.colwell@ttu.edu and Kelli Cortez - kellcort@ttu.edu



WEEKS HALL APPLICATION

PI Name:

PI Department:

Project Title:

Funding Source:

Funding Amount:

Funding Period:

Dates Weeks Hall Space Requested:

Current Space:

(Including office number and any shared or dedicated lab/research space)

Type of Space Requested:

(e.g., office space with computers, room to have a focus group, etc.):

Number of graduate/undergraduate students to be accommodated:

Purpose and use of the space requested:

By submitting this application, I agree to use the space requested actively and I understand that my use of the space will be limited to the duration of this single project and time period specified. I understand that if I am not actively using the space, it may be reallocated to another faculty member.

Faculty signature: Date:

Department Chair
Signature Date:

Submit completed application via email to malinda.colwell@ttu.edu and kellcort@ttu.edu