Memorandum

DATE: September 9, 2008

TO: WSU Tri-Cities Science Faculty

FROM: James R. Pratt, Vice Chancellor for Academic Affairs

SUBJ: Greenhouse use

Many of you will be aware that recent construction has added substantially to our inventory of greenhouse space. Most recently, we dedicated a new native plant greenhouse, the construction of which was supported by Washington Closure Hanford and related agencies. During the current fiscal year, priority for space in the native plant greenhouse will rest with that project under the direction of Dr. Allan Felsot, FEQL.

I have asked Dr. Kate McAteer to coordinate assignment of space in the greenhouses. Our goal is to balance our research and teaching needs as we fully occupy this new space.

As we plan for use of the new greenhouse space, the following guidelines will apply.

1. Written requests for space in the greenhouses should be sent to Dr. McAteer. The request should include an estimate of space needed, the period of time the space is to be used, and a brief justification. The justification should include information about any “special conditions” such as pesticide use, maintenance, or experimental conditions that might affect other users. If space is requested to support an externally sponsored project, that should be stated in the justification. No permanent assignments of space will be made.

2. Dr. McAteer will maintain a listing of assigned space which will be available for regular review.

3. Priority for space assignment will be sponsored research. All potential users will need to understand that a limited amount of space will be reserved for support of teaching needs (including small student research projects). Unfunded, developmental research will be accommodated only if space is available.

We will make every effort to optimize the use of the new greenhouses. Requests will be reviewed in my office, if necessary, to assure appropriate use of this space.

c: A. Weaver