

## **SPACE ASSIGNMENT PRINCIPLES & PROCEDURES – (RVSD. Jan. 2009)**

### **Space Assignment Principles**

1. Space on campus is University space and is to be utilized for the maximum benefit of the entire University. While individual units may be given priority use of space, the space will retain a University designation.
2. Modular furniture and landscape open office concepts should be utilized where possible for accommodating administrative functions, graduate students and adjunct faculty.
3. The standard individual office is 120 net sf.
4. Acknowledging that it is desirable to have departments/units consolidated in one building and/or one general area of a building, departments/units should work with the Facilities Planning Office to develop plans for consolidation.
5. Assignment of emeritus faculty office space will be on a University-wide basis in accordance with existing University policies.

### **Space Assignment Procedures**

1. The assignment of all instructional space will be by the Registrar's Office. If issues arise regarding instructional space, the Registrar will work with the Executive Vice President/Provost for resolution.
  - Requests from academic departments for classroom or lab use should be made to the Registrar's Office.
  - The Registrar's Office is authorized to assign classrooms or labs to specific departments for priority use, while retaining the authority to schedule the space when not used by the department.
  - Requests for changes in function or use of instructional spaces should also be made to the Registrar's Office. The Registrar and the Executive Vice President/Provost will make the determination regarding the request. A recommendation from the Director of Facilities Planning may be requested.
  - The Registrar's Office shall be responsible for maintaining records of instructional space utilization.
  - During renovation of facilities, the Facilities Planning Office will obtain recommendations from the Registrar's Office on desired instructional space, sizes and configurations.
2. The assignment of non-instructional space will be made by the appropriate Division Vice President. A recommendation from the Director of Facilities Planning may be requested.

- Any change of function of a non-instructional space to include adding or deleting of space for study rooms, lounges, recreation spaces, storage spaces and hazardous material areas, shall be approved by the Division Vice President, to which the space is assigned.
  - Requests from units for additional non-instructional space will be considered by the appropriate Division Vice President. Space requests beyond a Division's ability to accommodate will be presented by the Division Vice President requesting space to the Division Vice President to which space under consideration is assigned. Final resolution will be by the Cabinet. A recommendation from the Director of Facilities Planning may be requested.
3. When new space becomes available or when space is vacated by the move of a unit from a building, that space will be available for reassignment.
- Requests for assignment of space which becomes available for reassignment are to be made to the Director of Facilities Planning. The Director of Facilities Planning will consult the Facilities Planning Advisory Committee and forward a recommendation to the appropriate Division Vice President(s).
4. Divisions and departmental units are responsible for reporting all room assignment changes to the Facilities Planning Office. Facilities Services shall maintain records of space assignments and room classifications.