

SPACE ASSIGNMENT PRINCIPLES & PROCEDURES
November 1997

The following general principles are established regarding space assignment.

- A. Space on campus is university space and should be utilized for the maximum benefit of the entire university. While individual units may be given priority for use of space, the space will retain a university designation.
- B. In order to maximize utilization of existing space and to provide flexibility, the landscape open office concept will be utilized as much as possible where appropriate for housing administrative functions, graduate students and adjunct faculty.
- C. For future building projects, the standard individual office will be not less than 120 net sf.
- D. Assignment of emeritus faculty office space will be on a university-wide basis in accordance with existing university policies.
- E. It is highly desirable to have departments consolidated into one building and/or one general area of a building. It is the responsibility of departments to work with the Facilities Planning Office to prepare plans for consolidation and for departmental space utilization.

In keeping with these principles, the following space assignment procedures are established.

1. The assignment of all instructional space will be by the Registrar's Office. In cases where concerns exist over instructional space assignment, these concerns will be resolved by the Registrar and the Deans of the units involved and, if necessary, by the Academic Affairs Council.
 - The Registrar's Office will determine which spaces will be assigned to departments for scheduling and which spaces will be retained by the Registrar for general university scheduling.
 - Requests from academic departments for classroom or lab use will be directed 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 to the best advantage of the university.
 - During renovation of facilities, the Facilities Planning Office will coordinate with the Registrar's Office regarding recommendations on needed instructional space and will consider the users expressed needs.
 - Requests for changes in function or use of instructional spaces will be made through the Registrar's Office, to the Academic Affairs Council. Any change which would remove space from the instructional category must be presented to the Facilities Planning Advisory Committee for recommendation to the Cabinet.

- The Registrar's Office will be responsible for maintaining records of instructional space utilization. In those cases where the Registrar's Office has assigned spaces to departments for their priority scheduling, the department will be responsible for notifying the Registrar of all scheduled use and any changes to that schedule.
2. The assignment of university units to non-instructional space within buildings will be made by the Cabinet based on review of recommendations of the Facilities Planning Advisory Committee.
 - Requests for space assignment to buildings will be submitted by the appropriate division head, to the Director of Facilities Planning for consideration by the Facilities Planning Advisory Committee.
 3. Non-instructional space assigned to a unit within a building will be managed by the division head or that unit. If space is vacated by the move of a unit from a building, that space will be available for reassignment (see 2. above).
 - Any change of function of a non-instructional space including, but not limited to, the adding or deleting of space in the following categories: study rooms, lounges, recreation spaces, storage spaces and hazardous material areas, shall be approved by the division head.
 - Requests for additional space from departments/units will be considered by the division head having space management responsibilities. Space requests beyond a division's ability to accommodate will be presented to the Director of Facilities Planning for consideration by the Facilities Planning Advisory Committee. (see 2. above).
 - If issues arise in a building with respect to the amount of space assigned to divisions, they will be brought to the Director of Facilities Planning for consideration by the Facilities Planning Advisory Committee. Committee recommendations will be forwarded to the Cabinet (see 2. above).
 4. Divisions and departmental units are responsible for reporting any room function or assignment change to Facilities Planning. It is the responsibility of the Facilities Planning Office to maintain records of space assignment and room classification, and to approve lock/key changes.
 - Rekeying of spaces will be requested by the unit through the Physical Plant. The Physical Plant will verify the space assignment prior to any rekeying. Rekeying will be consistent with existing university policy.