

SPACE ASSIGNMENT

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF FACILITIES MANAGEMENT

RESPONSIBLE OFFICE: FACILITIES MANAGEMENT

EFFECTIVE DATE:8/1/2012

I. POLICY STATEMENT

Space is to be assigned and used for the highest priority needs of the university as a whole. Departments and activities may be assigned space for use, but all space belongs to the university, not to a particular college school, department or activity and is subject to reassignment. Space requests are to be submitted to the Director of Campus and Space Planning.

Academic space assignments of a significant nature will be discussed with the Provost before a decision is rendered.

Generally, academic space will not be taken off-line for other uses; when under consideration, such action will occur only with the Provost's concurrence.

If competing space requests are pending and space in existing facilities is limited or not available, requests will be considered in priority order. The "fit" and appropriateness of available space, and the economic feasibility for use are factored into every decision. The priorities are:

- A. Space requests based on health, safety or emergency needs.
- B. Critical need of academic programs and support services based on enrollment growth, addition or expansion of approved programs, or other relevant factors.
- C. Requests based on academic program reviews, accreditation recommendations, space planning surveys, or aesthetic need.
- D. All other requests.

II. ENTITIES AFFECTED

All University Departments

IV. DEFINITIONS

1. Space: any room or undefined space owned or leased by the university.

2. Space request: a determination that additional space is needed or that existing space is to be used in a different way.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	8/1/2012
Choose an item.	
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