

Space Policy

Policy Statement

1. All space is University-owned. As such, space does not belong to any particular unit such as a college or department and may be reassigned as needed by the University.
 2. Requests for space/renovation of existing space or use of new space must be part of a unit (college/department) strategic plan.
 3. Requests for space/renovation of existing space or use of new space must have the approval of one's supervisor and area vice president.
 4. Cost estimates for construction/renovation of university space must be requested from the Director of the Physical Plant and accompany any request to the *Space Advisory Committee*.
 5. In general, all full-time faculty and pro rata faculty are provided with individual offices. Office size will vary, depending on whether the faculty member requires a studio office, or in-office research space. Every effort will be made to co-locate faculty members of the same department.
 6. Office moves (faculty and/or staff) within a department must be approved by the department head and/or academic dean and/or appropriate vice president after consulting with the *Space Advisory Committee* before any moves take place.
 7. Staff at the level of Director or above will be provided with individual offices to the extent possible. Offices will be located to maximize the proximity of related support services.
 8. A shared office space for part time faculty within a department will be provided to the extent possible.
 9. Usually, offices are not provided for graduate assistants assigned to departments. They may share office space with other staff or be assigned an office temporarily on an as-available basis.
 10. Requests for space necessary for grant-funded activities must be reviewed and approved by the *Space Advisory Committee* prior to submission of the grant proposal, or in unusual circumstances due to time constraints to the Chair of the *Space Advisory Committee* or a delegate.
 11. Space requests based on an accreditation visit must provide the accreditation standard and exact statement from the visitor's accreditation report to the institution.
 12. Space requests prioritization will be based on current institutional priorities as set forth in documents such as the master plan, strategic goals and academic plan. Examples might be institutional priorities reflected by new faculty hires with specific research space needs, or departmental faculty research space to promote increased research productivity and publication.
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Related Policies

Related Committees

History

2/19/10 - Approved by the President of the University as recommended by the Policy Committee of the University