Space Management Policy Information

**Policy Number**
1022

**Date Adopted**
09/01/2016

**Revision Date**
09/01/2016

**Next Review Date**
09/01/2019

**Responsible Office**
Vice President for Operations and Finance

**Purpose**
This policy sets forth the line of authority for the allocation of all university spaces and physical assets. The principles to be used in making allocation decisions are also established.

**Policy**
The University is the owner of its spaces and physical assets, and not any group, individual or department within it. In evaluating the assignment and use of space, the needs and desires of current users and occupants shall not be lightly discounted when reaching space and physical asset reallocation decisions. The President, with consideration of recommendations made by the Committee for Campus and Facilities (the Committee for Campus and Facilities may appoint a Space Management Committee if necessary) will decide the allocation of university spaces and physical assets. All space is subject to assignment and reassignment to meet the overall needs and best interests of the University and its programs. The President may delegate this authority, except for assignment or reassignment of instructional spaces. By default, university executives, deans, department chairs, and unit directors will assume this authority for non-instructional spaces and physical assets that have been assigned to their entities. University students’ needs and concerns must be considered foremost in the use of University space.

**Definitions**

**Space**
Interior building space allocation only.

**Instructional Space**
Instructional space includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled instruction. Laboratory facilities may also be considered instructional space as long as they are available for instructional use (not exclusively used for research). Instructional space also includes any support rooms that directly serve the classroom activity (computer labs for example). *(Taken from the Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition dated May 2006. U.S. Department of Education, National Center for Educational Statistics)*