



- (a) Provost
- (b) Associate vice president, budget and performance management
- (c) Vice provost, academic planning, committee chair

- (b) Providing the provost and president with recommendations for procurement, programmatic space assignment, and space repurposing.
  - (c) Serving as formal agent of record for all space assignments.
  - (d) Developing and disseminating appropriate processes and procedures for making requests for space use and reassignment.
- (5) Space priorities and principles
- (a) Acknowledge that space is a limited resource that should be considered an integral component in program or unit planning similar to resource issues of budget, personnel, and equipment;
  - (b) Recognize the special space and facility support needs of each unit;
  - (c) Promote stewardship and accountability for space assigned to the unit;
  - (d) Make space decisions that are consistent with the university's master plan, strategic priorities, and/or other planning documents;
  - (e) Manage space with the understanding that all units on campus are part of the university and do not have independent claim on space or facilities, regardless of current assignments and uses;
  - (f) Program space analysis for current or new (re)allocation shall involve input from the university architect's office as the record keeper of all space utilization across campus, in compliance with state-mandated categories.

- (g) Program space analysis for current or new (re)allocation shall be coordinated with all affected parties and shall address logistics, availability, infrastructure, cost, programmatic needs, efficiency, and effectiveness;
- (h) All affected parties should have input into space management requests/decisions;
- (i) All space use is subject to annual efficient evaluation with a possible outcome of a different use being prescribed; and
- (j) Some units and/or individuals may be subjected to a space-lease-productivity model if deemed appropriate or necessary by circumstances.

**Policy Name:** University space.  
**Policy Number:** 3344-90-01  
**Board Approved:** 6/25/2014  
**Effective:** 3/19/2017