Responsibility of Executive Team

The University Executive Team has overall responsibility to ensure that all university space and equipment is efficiently and effectively utilized to advance university strategic priorities. This includes the responsibility for the review and approval of capital project proposals which would create new space or change the use of existing space. It also includes providing an easily accessible resource information system so that unit administrators have access to accurate and timely information on resource utilization.

Responsibility of University Space Committee

The University Space Committee is responsible for setting expectations to ensure the efficient and effective utilization of all University space and equipment. This requires determination of space utilization metrics and the periodic review of current space utilization. The Committee maintains metric-based space utilization expectations and standards for different types of space [classrooms, classroom labs, research labs, etc.]. The University Space Committee is responsible for any necessary space reallocation to meet University priorities; the Committee is also responsible for determining space allocation priorities and for developing criteria for the adjudication of space requests.

Responsibility of Administrator

It is the responsibility of a unit administrator to ensure that all space assigned to a department or user shall be used efficiently and effectively over time. Any space falling below utilization standards as defined by the University Space Committee may require modification of use to increase its utilization to a level which is consistent with University space utilization expectations. The University Space Committee may reassign underutilized space to other users; this should involve consultations with both existing and proposed users. It is also the responsibility of unit administrators to assign space and equipment coordinators who make it a priority to maintain timely and accurate space and equipment information. In many instances, an administrator may have a number of reporting units that are each assigned space. In this case, the upper level administrator is responsible for allocating, and possibly reallocating, space among reporting units to insure efficient and effective use.
All Space is University Space

Although space is allocated to departments and specific users, all space is University space, and administrators at all levels have the responsibility to insure that space is efficiently and effectively utilized. Faculties, departments, schools, and administrative units do not have exclusive or pre-emptive rights to the occupancy of space.

Equitable Space Allocation

For all users and all categories of space, metrics should be used to assess current and future needs. Resulting space utilization expectations may be adjusted in accordance with the total amount of space available. In this way, an overall space shortage or surplus can be fairly addressed. In some cases, existing space uses and assignments may not meet utilization expectations. Any reallocation, renovation, or provision of new building space shall conform to the university space expectations as closely as feasibly possible.

Sharing of Space, Equipment and Functions

To avoid duplication of space, equipment, and staff services, and to avoid unnecessary costs, as much space and equipment as possible should be shared by departments. This applies especially to machine shops, electronics shops, audio-visual areas, storage areas, etc. If there is more than one user, it may be necessary to develop procedures for priorities of services.