

Space Allocation and Assignment: Definitions, Process and Standards

Space is **allocated** to Schools, Divisions, Departments, and Programs by the Office of the Provost via the Office of Space Planning & Analysis. Space is **assigned** by the Department Chair or Program Director in consultation with the appropriate Division or Dean's Office.

The five steps of space allocation and assignment:

1. Space allocation requests signed by an appropriate Dean or Vice Chancellor are submitted to the Office of Space Planning & Analysis (OSPA) by a Department Chair or Program Director. Note that in some cases, such requests are part of a comprehensive campus plan, for instance, the 2020 Project and Backfill Space Allocation Plan.
2. OSPA assesses the requirements outlined in the space request submitted by the department or program and generates a proposal recommending space(s) that best meets the needs of that group.
3. The Provost Office approves the proposal or asks OSPA to generate an alternative.
4. The Department Chair (or Program Director), in consultation with the Dean or Vice Chancellor, assigns specific areas within the allocated space to particular individuals (e.g., faculty, post-docs) and functions. Any future change(s) to space assignments within space that has already been allocated should be discussed first with the relevant Dean or Vice Chancellor and then OSPA should be notified of the change(s).
5. The Department Chair or Program Director should discuss requests for modifications to furniture and/or space with the relevant Dean or Vice Chancellor. Once there is agreement on the scope of, and funding for, modifications within the School or Division, OSPA should be consulted to execute the modifications. Costs for such modifications are borne by the group making the request, including costs for modifications and moves of other groups required by the request. Note: The 2020 Project and Backfill Space Allocation Plan is an exception (modifications will be centrally funded for these efforts).

<u>Academic & Research Space Types</u>	
Provost	private office & faculty office
Vice Provost	private office & faculty office
Academic Dean	dean's office & faculty office
University Librarian	private office
Ladder Ranked Faculty	faculty office (& research lab is appropriate)
LPSOE & LSOE	faculty office (no research lab)
Emeritus Ladder Ranked Faculty	one shared faculty office per department (no research lab)
Unit 18 Lecturer (Continuing Status)	shared faculty office (two to an office)
Unit 18 Lecturer	shared faculty office (two or three to an office) or open workstation
Post Doc	shared faculty office (two to an office) or open workstation
Research Scientist /Research Technician	shared faculty office (two to an office) or open workstation
Graduate Student	open workstation or shared multiple to an office
Undergraduate Student	shared workstation
Deputy, Associate or Assistant Librarian	private office, shared office or open workstation*
Academic Advisor	private office or open workstation w/sliding partition

Administrative Space Types	
Chancellor	private office
Vice Chancellor	private office or open workstation*
Associate or Assistant Vice Chancellor	private office or open workstation*
Executive Director or Director	private office or open workstation*
Supervisor	open workstation or shared office (two to an office)*
Project Manager, Analyst, Planner, Student Service officer, Admissions, Financial Aid, Procurement, Finance, Library & IT staff	open workstation or shared office (two or three to an office)
Administrative Assistant	open workstation or shared office (two or more per office)
Deputized Police Officer	open workstation or share office (two or more per office)
Physician or Counselor	private office
*Assignment of office or workstation is dependent on the ready availability of huddle/focus rooms for private discussions.	

DRAFT (In review by the Academic Senate)
November 2018