

**POLICY**

Effective Date: June 8, 2018

Approved By: College of the Environment All College Meeting

Authority: RCW

See Also:

PRO-HC1000.01A College of the Environment Space Allocation

**POL-HC1000.01 COLLEGE of the ENVIRONMENT SPACE ALLOCATION**

*This policy applies to all College of the Environment tenured and tenure-track faculty, non-tenure-track faculty, emeritus faculty, permanent staff, graduate students with TA or RA assignments, and other individuals affiliated with the College.*

**Definitions:**

**Administrative Unit**: A department, institute, or center within College of the Environment, as well as the Dean's office.

**College of the Environment Policy Committee (CEPC)**: The College Governance Committee as defined in the College Bylaws.

**Unit Administrator**: Chair, director, or program lead within College of the Environment.

**1. College of the Environment Dean Manages Space Allocation and Inventory within the College**

The Dean manages space allocation within the College and its Administrative Units and has the authority to allocate and reallocate space based on recommendations of the CEPC.

The Dean, in consultation with the CEPC, also maintains, periodically reviews, and evaluates the College's official inventory of space, including room type and function coding, use, allocation, and assignment to ensure consistencies in allocations and uses, as well as to identify emerging space needs.

**2. Unit Administrator Determines Space Uses and Assignments within the Unit**

The Unit Administrator, in consultation with unit members, determines specific uses and assignments of space allocated to it by the Dean.

**3. Administrative Units Report Space Uses and Assignments to Dean**

Annually, each Unit Administrator provides a report to the Dean on the uses and assignments of space within the Administrative Unit.

## POLICY

#### 4. **Requests for Space**

Requests for space are submitted to the Unit Administrator responsible for the space being requested.

- a) Informal Resolution: An individual or group requesting space is encouraged to resolve allocation issues informally, with guidance or mediation provided by the Unit Administrator and the Dean. Where practical, sharing research, teaching, and storage space is encouraged to maximize efficient use of space.
- b) Formal Resolution: In the event informal resolution is not successful, requests are submitted to the CEPC for review and recommendation to the Dean.

#### 5. **CEPC Reviews Requests Based on Space Allocation Guidelines**

The CEPC reviews and evaluates the request in accordance with the **College of the Environment Space Allocation Guidelines**. It also consults with the Dean, the Unit Administrator, other relevant parties as needed, and the individual or group making the request.

#### 6. **CEPC Makes Recommendations to the Dean**

The CEPC submits its recommendations to the Dean for review and final decision. The Dean's decision is then communicated to the individual or group making the request and other relevant parties.

#### 7. **Appeal Process**

In the event the individual or group does not agree with the Dean's decision, the individual may appeal the decision to the CEPC. The CEPC may conduct additional interviews and request additional information before submitting its recommendations to the Dean.

#### 8. **Dean's Decision is Final**