

PROCEDURE

Effective Date: June 8, 2018

Approved By: College of the Environment All-College Meeting

See Also:

POL-HC1000.01 College of the Environment Space Allocation

PRO – HC1000.01A REQUESTS FOR COLLEGE of the ENVIRONMENT SPACE ALLOCATION

Action by:

Action:

College Affiliated Individual or Group

1. **Submits** request for space to the appropriate Unit Administrator.

Request **includes** the identity of the requestor (e.g., faculty, staff, student, affiliated individual, group) and purpose for which space will be used.

Unit Administrator

2. **Informs** the College of the Environment Dean of the request.

Reviews the request in consultation with unit members.

If additional information is needed, **contacts** and may meet with the individual or group.

Informs the individual or group of her/his decision within 15 working days from when the request was submitted.

Individual/Group

3. **Decides** to accept or reject the decision and any terms or conditions.

3a. If rejects, **submits** a formal request for space to the College of the Environment Policy Committee (CEPC) within 15 working days of receipt of the Unit Administrator’s decision.

CEPC

4. **Reviews** the request using the College of the Environment Space Allocation Guidelines, **consults** with the College Dean, Unit Administrator, and the individual or group, and **makes** a recommendation to the College Dean within 30 working days of the individual’s request.

College Dean

5. **Reviews** CEPC recommendation and **informs** the individual of her/his decision within 15 working days of receipt from the CEPC.

Individual/Group

6. **Decides** to accept or reject the decision and any terms or conditions.

PROCEDURE

WWU, College of the Environment

Action by:**Action:**

CEPC

College Dean

6a. If rejects, **submits** an appeal to the CEPC within 15 working days of receipt of the College Dean's decision describing reasons that the decision should be reconsidered.

7. **Reviews** the appeal, **consults** with the Dean and the individual or group, and **submits** recommendation to the College Dean within 15 working days.

8. **Reviews** CEPC recommendation and **makes** final determination within 5 working days of receipt of recommendation.

Provides written decision to the individual or group with copies to the CEPC Chair and the Unit Administrator.