

# **College of the Environment Space Allocation Guidelines**

March 1, 2018

## **Overview**

Space is a shared college resource that is essential to the operational, scholarly, educational, and community-based needs of the College. Access to safe, well-maintained office space, as well as collaborative, active learning community spaces are essential to create a productive work environment for faculty, staff, and students. In addition, faculty must have access to adequately equipped research space, separate from office space, to conduct their studies that are a necessary part of meeting tenure and promotion or post-tenure requirements. Our faculty and students also require access to modernized, adequately equipped and sized classroom lecture and laboratory teaching spaces that are fundamental to providing a high-quality learning environment.

Meeting the operational, scholarly, educational, and community space needs of the College are therefore equally important in ensuring that College of the Environment's faculty, staff, and students achieve their full potential. Space limitations, however, impose challenges in meeting those space needs and mandate that some form of guidance be provided when requests for space are received by Administrative Units in the College. As such, these Space Allocation Guidelines were developed to provide that guidance, prioritizing certain group's requests over others within a specific space-needs category.

## **Space Inventory**

The University has allocated space within the Environmental Studies and Arntzen Hall buildings to College of the Environment to use for office, research, and educational functions. The Dean of the College has the authority to allocate and reallocate those spaces, relying on the College of the Environment Policy Committee's (CEPC) recommendations to assist in the process. Moreover, the Dean, in consultation with the CEPC, is responsible for the maintenance, periodic review, and evaluation of the College's official inventory of space to ensure consistencies in allocations and uses, as well as to identify emerging space needs. Currently, all space has been apportioned to each Administrative Unit within the College and the Unit Administrator, in consultation with Unit members, determine space uses and assignments within the Unit. Annually, each Administrative Unit in the College is responsible for providing information on the use and assignment of space allocated to it to the Dean's office.

## **Unit Space Management**

Management of space allocated to an Administrative Unit is generally the responsibility of the Department Chair, Institute Director, program leader, or faculty (tenured or tenure-track) member. It is the responsibility of the Unit Administrator to ensure space assignments are optimized for the best and most effective use. Units are encouraged to assign and configure assigned space to maximize utilization and align use with its strategic goals. Unit Administrators, in consultation with Unit members, may allocate or reallocate space within any

one of the four designated space use categories (i.e., office, research and scholarly, teaching, and community and resource spaces); however, notification to the CEPC and Dean regarding changes in assignments is essential to ensure the official space database remains accurate.

### **Space Allocation Guidelines**

In compliance with POL-HC1000.01 and PRO-HC1000.01A, formal requests for space are submitted to the CEPC for evaluation when informal requests have not been successfully resolved. The CEPC uses the following Space Allocation Guidelines, specific to the space use category for which the request has been made, to rank the request and enable it to make recommendations to the Dean for final decision. The Guidelines prioritizes space use in descending order within each category and by requesting entity as follows:

- **Community and Resource Spaces.** Community space is defined as conference and meeting areas; faculty, staff, or student group areas; or other space that encourages informal group activities.
  - Group 1 - conference and meeting areas for College, Department, Institute, and Center meetings
  - Group 2 - student meeting areas with internet access and study areas
  - Group 3 - faculty/staff informal meeting areas not addressed in Group 1 space
  - Group 4 – Department and institute resource/storage spaces
  
- **Office Spaces**
  - Group 1 - Tenured and tenure-track faculty
  - Group 2 - Permanent staff
  - Group 3 – Non-tenured track faculty - teaching
  - Group 4 - On-campus graduate students with TA or RA assignments
  - Group 5 - Non-tenure track faculty - research and post-doctoral faculty
  - Group 6 - Emeritus faculty and other individuals affiliated with the College
  
- **Research and Scholarly Spaces**
  - Group 1 - Tenured and tenure-track faculty
  - Group 2 - Permanent staff
  - Group 3 - Non-tenure track faculty, including research and post-doctoral faculty
  - Group 4 - Emeritus faculty, and other individuals affiliated with the College
  
- **Teaching Spaces**
  - Group 1 - College of the Environment courses offered during the current academic year that require specific room-based resources (e.g., teaching laboratories, studios)
  - Group 2 - College of the Environment courses offered during the current academic year that require general classroom resources (e.g., general classrooms)
  - Group 3 - Other courses, including non-College of the Environment courses, that are appropriate for scheduling in College of the Environment teaching space