



**3344-90-01 University space.**

(A) Purpose

The purpose of this policy is to establish rules for the use, assignment, and reassignment of all university space including buildings, grounds, and facilities.

(B) Authority

(1) All university space at Cleveland state university is the property of the state of Ohio and is subject to all applicable state laws, regulations and rules. Ultimate authority for the allocation and use of university space rests with the president, who may review any actual or proposed allocation. The office of the provost routinely delegates allocation and control of all university space. The provost shall appoint a university space advisory committee to provide advice on issues related to academic space assignments. All campus buildings, facilities, and space, including those currently allocated to non-academic units, support the university's academic mission and are subject to this policy.

(2) All requests for new space or reassignment of existing academic space shall be reviewed by the office of the provost. The university space advisory committee shall periodically review space allocation and/or reassignment decisions made throughout the year. The committee may propose new procedures and guidelines to manage the assignment of space as needed in order to ensure efficient and equitable use of the university's facilities and space resources.

(C) University space advisory committee

(1) The university space advisory committee shall consist of

representatives from academic sectors of the university including:

- (a) Provost
  - (b) Vice provost, academic planning, committee chair
  - (c) Executive director, campus support services
  - (d) Senior vice president, research and innovation
  - (e) Two academic deans
  - (f) Vice president, student affairs and dean of students
  - (g) Three faculty members (nominated by faculty senate)
  - (h) Chair, faculty senate committee on academic space
  - (i) One representative, registrar's office
  - (j) One representative, division of university advancement
  - (k) One student representative (nominated by SGA)
  - (l) One representative, university research council (URC)
  - (m) One representative, university architect (ex officio)
- (2) Members shall serve the following terms: All administrative appointees shall be permanent members; deans and/or chairs, faculty, and staff appointees shall serve two-year terms, while students shall serve a one-year term. The provost may make temporary appointments and/or appoint additional representatives as deemed appropriate.
- (3) The university space advisory committee shall give careful consideration to institutional priorities, needs, and other relevant factors and make policy and/or procedural recommendations to the provost. The committee's recommendations shall be advisory, with the understanding that the provost has ultimate authority on whether to accept and/or act on any recommendations.
- (4) The university space advisory committee's responsibilities include:

- (a) Analyzing current and future space requirements for all programs and units requesting space (re)allocation.
  - (b) Providing the provost and president with recommendations for procurement, programmatic space assignment, and space repurposing.
  - (c) Serving as record keeper for all space assignments.
  - (d) Developing and disseminating appropriate processes and procedures for making requests for space use and reassignment.
- (5) Space priorities and principles
- (a) Acknowledge that space is a limited resource that should be considered an integral component in program or unit planning similar to resource issues of budget, personnel, and equipment;
  - (b) Recognize the special space and facility support needs of each unit;
  - (c) Promote stewardship and accountability for space assigned to the unit;
  - (d) Make space decisions that are consistent with the university's master plan, strategic priorities, and/or other planning documents;
  - (e) Manage space with the understanding that all units on campus are part of the university and do not have independent claim on space or facilities, regardless of current assignments and uses;

- (f) Program space analysis for current or new (re)allocation shall involve input from the university architect's office as the record keeper of all space utilization across campus, in compliance with state-mandated categories.
- (g) Program space analysis for current or new (re)allocation shall be coordinated with all affected parties and shall address logistics, availability, infrastructure, cost, programmatic needs, efficiency, and effectiveness;
- (h) All affected parties should have input into space management requests/decisions;
- (i) All space use is subject to annual efficient evaluation with a possible outcome of a different use being prescribed; and
- (j) Some units and/or individuals may be subjected to a space-lease-productivity model if deemed appropriate or necessary by circumstances.

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