

**ADVISORY COMMITTEE ON  
SPACE MANAGEMENT  
July 1, 2004**

**Membership**

Provost, Chair  
Vice Provost for Research  
Vice President for Finance  
Vice President for Student Affairs  
Vice President for Administration  
Director of Intercollegiate Athletics  
Dean of the Faculty of Arts and Sciences  
Dean of the School of Education  
Director of Academic Information Services

*Staff:*

Senior Planner  
Associate Director for Facilities Design, Planning and Construction  
Associate Provost for Institutional Research

**Mission**

The Advisory Committee on Space Management (ACSM) advises on space planning, policies, and procedures and makes recommendations on College space utilization in support of the university's mission and strategic planning goals and objectives. The committee is advisory to the Provost on all matters related to space. [Originally formed in January 2003 as the Space Management Committee (SMC), the new ACSM supercedes the earlier SMC.]

**Operating Principles**

1. All College-owned space is assignable by the President and the Provost in consultation with unit heads and consistent with clearly articulated space allocation policies, priorities, and procedures.
2. ACSM is the Provost's primary advisory committee on policies, priorities, and procedures relating to the assignment of space.
3. The Provost and/or the ACSM may initiate reviews of space assignment at any time consistent with procedures and strategic goals and objectives.
4. As a general rule, unless instructed otherwise, administrative unit heads (deans and vice-presidents) have the authority to make and delegate internal space allocation decisions without prior approval of the Provost so long as these assignments are consistent with unit customary practice and do not a) impact instructional space, b) impact another unit not under that administrator's supervision, c) do not violate any policies, procedures, or practices established by the President or Provost with respect to space allocation in general or the space under consideration in particular, d) do not require additional resources beyond that administrator's control, and e) are not counter to any existing understandings or contractual relationships.

5. The ACSM will monitor and provide advice to the Provost and the Vice-President for Administration with respect to space inventory policies, procedures, and practices.
6. All significant reallocations of space within, between, or among units will be referred to the Provost for his/her information or approval prior to action. The Provost will consult with the ACSM where existing policies and practices do not provide clear guidelines.
7. Any change in space assignment that impacts the instructional mission of the College will be referred to CASP.
8. Among the sometimes competing principles that the Provost and ACSM will consider in receiving requests and making space assignments and re-assignments are:
  - Alignment of user's needs and requirements with institutional strategic goals and objectives and the institution's core mission in areas such as instruction, research, student services, academic services, and critical administrative support services
  - Cost and other resource-limited requirements
  - Appropriateness of space to unit needs and requirements
  - Efficiencies derived from co-location and proximity
  - Unique unit requirements with respect to quality, location, and infrastructure
  - Equity with respect to comparable units
  - The safety, job effectiveness, and well-being of College employees
  - Duration of use/need
  - Locational requirements imposed by the unit's function
  - Ability of the unit to obtain and utilize alternate space
  - Standing commitments and obligations
9. Priority will be given to units that honor ACSM and CASP procedures. Units foreseeing new space requirements that require approval as a consequence of new or continuing initiatives must have approval prior to submission of grant applications or commencing fund-raising or other activities.
10. ACSM will annually review its policies and procedures and report, as appropriate, to the President, the Provost, and other offices or groups with interests in space management.
11. The ACSM will maintain a website linked to the Provost's homepage which posts its policies and procedures as well as executive minutes of its meetings.

### **Space Allocation Process**

- All requests for new space or for significant reallocations or reassignments (see #4 above) will be made to the Provost and forwarded, when existing policies do not provide clear guidance, to the ACSM for review, analysis, and recommendation.
- The ACSM staff will initially use procedures developed by the SMC to conduct its evaluations.
- Issues affecting instructional space will be forwarded to CASP for their review and recommendation.
- Utilizing the work of the ACSM and CASP, the Provost will render a decision and notify the affected departments and/or units.