

**ADVISORY COMMITTEE  
ON SPACE MANAGEMENT  
November 7, 2019**

**Membership**

Provost, Chair  
Vice Provost for Research  
Sr. Vice President for Finance & Administration  
Vice President for Finance and CFO  
Vice President for Student Affairs  
Dean of the Faculty of Arts and Sciences  
Director of Intercollegiate Athletics  
Dean of the Libraries  
Chief Information Officer  
University Registrar  
Associate Vice President for Facilities Management  
Executive Director Real Estate Foundation

*Staff:*

Capital Budget Analyst  
Faculty Liasons for Space Management  
Director for Facilities, Planning, Design and Construction  
Director of Institutional Research  
Space Data Manager  
Director, Studio for Teaching & Learning Innovation

**Mission**

The Advisory Committee on Space Management (ACSM) advises on space planning, policies, and procedures, and make recommendations on university 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.

**Operating Principles**

1. All university-owned space is assignable by the President and the Provost in consultation with the unit heads and consistent with clearly articulated space allocation policies, priorities and procedures.
2. The 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 with the prior approval of the Provost so long as these assignments are consistent with unit customary practice and do not:
  - impact instructional space;
  - impact another unit not under the administrator's supervision;
  - 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;
  - require additional resources beyond that administrator's control;
  - counter any existing understandings or contractual relationships.
5. The ACSM will monitor and provide advice to the Provost and the Senior Vice President for Finance and 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 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 instructional space of the university will be reviewed by the ACSM, in consultation with the University Registrar.
8. Any Change in space assignment that impacts research space of the university will be reviewed by the ACSM in consultation with the Vice Provost for Research.
9. Among sometimes competing principles that the Provost and ACSM will consider in receiving requests and making space assignments and re-assignments are:
  - Alignment of user 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.
  - 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 university employees.
  - Duration of use and need.
  - Locational requirements imposed by the unit's function.

- Ability of the unit to obtain and utilize alternate space.
  - Standing commitments and obligations.
10. Units foreseeing new space requirements that require approval as a consequence of new and continuing initiatives must have Provost's approval prior to submission of grant applications or commencing fund-raising or other activities.
  11. ACSM will annually review its policies and procedures and report, as appropriate, to the President, the Provost, and other departments or groups with interests in space management.
  12. The ACSM will maintain a website linked to the Provost's homepage which posts its policies and procedures .

### **Space Allocation Process**

1. All requests for new space or 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.
2. The ACSM staff will use established policies and procedures to conduct its evaluations.
3. Utilizing the work of the ACSM and any consulting departments, the Provost will render a decision and notify the affected department and/or unit.