

North Dakota State University

Policy Manual

SECTION 715

SPACE ALLOCATION POLICIES & PROCEDURES

SOURCE: Faculty Senate Campus Space & Facilities Committee

These policies and procedures are designed to provide for campus-wide input into space allocation and physical facilities decisions.

1. Policies

- 1.1 Whenever possible, departments will be located in a single general area. Division of department space will occur only when there are no other alternatives. Should a division become a temporary solution, it will be a top priority to make future space allocations to assure that the department is located in one contiguous area.
- 1.2 Recommended use of vacated space, as a result of new buildings, changes in programs, etc., is the responsibility of the Faculty Senate Campus Space and Facilities Committee.
- 1.3 Grant and contract proposals requiring additional space, renovations, remodeling, and/or relocations must be approved by the Provost and Vice President for Academic Affairs and the Vice President for Finance and Administration prior to submission.

2. Procedures

Under normal circumstances, space requests will be processed in the following order.

- 2.1 All requests for additional space or significant modifications to existing space, i.e., (1) moving walls, or (2) taking or planning to take another unit's allocated space, shall be routed through the appropriate administrative structure prior to review by the Faculty Senate Campus Space and Facilities Committee.
 - 2.1.1 Requests originating in academic units must be approved by the department chair and the Dean of the College. Then the request should be forwarded to the Provost and Vice President for Academic Affairs.
 - 2.1.2 Requests originating in other units must be approved by the appropriate unit Director. The request should then be forwarded to the Vice President appropriate for that unit.
 - 2.1.3 Upon approval by the appropriate Vice President, the request should be forwarded to the Chair of the Faculty Senate Campus Space and Facilities Committee (the Vice President for Finance and Administration) for action.
- 2.2 At regular intervals (at least once each semester), the Chair of the University Senate Campus Space and Facilities Committee will forward a current list of space requests together with pertinent documentation to the subcommittee on Space Subcommittee. The subcommittee will review the list and provide recommendations to the Chair of the Faculty Senate Campus

Space and Facilities Committee.

- 2.3 The Provost and Vice President for Academic Affairs and the Vice President for Finance and Administration will prioritize the list of requests for space after review by the Space Subcommittee. Factors to be considered in establishing priorities include the subcommittee's review, outcomes of program evaluations, agreements with external funding agencies, suitability of the working environment for university personnel, and adequacy of instructional and research space (to include both classrooms and laboratories).
- 2.4 Following review of the priorities by the Faculty Senate Campus Space and Facilities Committee, the prioritized list of requests will be used by the Provost and Vice President for Academic Affairs and the Vice President of Finance and Administration to guide allocation of space and physical facilities resources in a timely manner.

HISTORY:

New	October 15, 1993
Amended	November 30, 2006
Amended	October 2007
Housekeeping	February 14, 2011