

Process Guidelines for Space Requests

I. Introduction

The President has charged the University Space Committee (USC) to provide a review and study of university space requests. Based on the Committee's findings, the USC shall make recommendations to the President and his Cabinet (President's Cabinet). The USC shall only review space requests that have been brought forward to them by the President's Cabinet. To that end, all reallocation of space or changes in room function or physical alterations that cause a change in the square footage of a room shall be submitted by a Cabinet member to the President's Cabinet.

The procedure below provides guidance for allocation of space to campus units. Similar to its personnel, funds, and equipment, CMU's physical facilities are resources that must be managed, maintained, and controlled in accordance with certain rules and regulations and in a manner which contributes most toward fulfilling the University's strategic goals. Space is allocated on the basis of programmatic need, academic priorities and in concert with the University's Master Plan, and may be reallocated if those needs or priorities change.

Ownership of Space

The ownership of space lies solely with CMU, regardless of the original source of construction or acquisition of funds. Responsibility for the allocation of the space rests ultimately with the President's Cabinet.

II. Space Allocation

1. Space Allocation Categories

Both the State of Michigan and the Postsecondary Education Facilities Inventory and Classification Manual define space categories for the purposes of classifying and allotting space, reporting, and benchmarking.

CMU uses the Postsecondary Education Facilities Inventory and Classification Manual to describe the various campus spaces as noted below:

Academic Space:

- Classroom and Service
- Teaching Laboratories & Service
- Open Laboratories and Service
- Research Laboratories & Service
- Offices and Service (includes Administrative space)

Academic Support Space:

- Library

Physical Education & Recreation
Athletics
Assembly and Exhibit
Central Computer
Physical Plant
Other Departmental Space

Auxiliary Space

Student Center
Residence Life
Campus Dining
Health Care Facilities

2. Criteria for Space Allocations

Space requests are reviewed based upon the relevant or operational/business plans, and other criteria to include but not be limited to the following:

- **University Strategic Priorities** – as outlined in the university’s Strategic Plan, Campus Master Plan, Strategic Enrollment Management Plan, and Information Technology Plan.
- **Impact** - where space reallocation positively affects multiple space priorities of the university.
- **Student and Faculty/Staff Population Density** - present and projected numbers of students, faculty, and staff. Both full-time equivalent and headcount are considered, as appropriate, based upon the request.
- **Program Requirements** - special program requirement and stage of program development.
- **Grant Support** – grant program requirements, as well as space required to support the required administrative functions.
- **Adequacy of Existing Area** - type, quality, and quantity of existing facilities and comparison with other campus departments.
- **Utilization of Existing Space** - an analysis of how the existing space is being utilized.
- **Technological Improvements** - changed space requirements for fixed and movable equipment, changed instructional methodology, and new fields of research.
- **Environmental and Geographical Considerations** - location requirements based on programmatic needs and access to students, faculty, and staff.
- **Cost of New Space** - the cost of renovations to the space to accommodate the functions of the requesting department, along with available sources for funding new or renovated space.
- **Approved Standards** - consideration of space and design standards that are part of the campus physical master plan.

III. Space Requests

1. Requesting Additional Space

Requests for additional space or space reallocations should be sent in writing by the Dean or appropriate senior officer to the Provost or Vice President for the area. Allow for a lead time of approximately 90 days for the final disposition of the request. Requests shall include the following components:

a) Program Justification

- List type of space needed: for example, office space, research space (including laboratory environments), conference/seminar meeting room, etc.
- Identify the purpose for the space: for example, to accommodate additional positions, new or changed programs, etc.

b) Timing Considerations

- Identify the deadline for completion
- Is the request for permanent or temporary space? If temporary, identify the months and/or years needed.

c) Potential alterations and modifications

- Identify the alterations or modifications likely to be needed

d) Funding Sources

- Identify the funding source.
- If the funds will be coming from a grant; the request for additional space should occur prior to or when the grant request is submitted.
- How long do you believe your grant funding will continue?

d) Location

- List any optimal/preferred location. Include rationale.
- List other on and off-campus locations considered and note why each were unsatisfactory.

e) Plan for utilizing vacated space

- If applicable, identify any considerations that are being contemplated for the released space.
- Identify any individuals involved in the initial discussions

f) Other

- List any other information that might help the USC in its review of the request.

2. Reallocation of Existing Space

The President, Provost and the VPs for Finance and Administration, Development and External Relations and Enrollment and Student Services may reallocate space within the space already designated for the school, college or administrative units reporting to them, excepting the following which shall require review by the President's Cabinet and possible review by the USC:

- Interdivisional reallocations (such as, any "trades" or "swaps" of space between departments or divisions for a specified period of time)
- Space allocations made for a specified period of time (such as, space allocated temporarily for software implementation project teams).
- Vacancies due to allocation of new space (such as, space vacated due to relocation to a new facility).
- Changes in the primary function of space (such as, request to change a faculty office into a conference room).
- Renovations changing the allocated square footage of a room
- Space allocation plans resulting from new capital construction and/or renovation projects

3. Reporting Space Changes

The University maintains records of space inventory, space reallocations, and changes in room functions, and physical alterations, which cause **a change in the square footage of a room**. In order to continue to maintain accurate records, space reallocations will be reported to both Plant Engineering and Planning (PEP) and the USC.

IV. Other Items

1. Funding

- a) Whenever possible, funding should be identified in advance for costs associated with space moves or renovations and included in the space request. Space requests that are dependent upon unconfirmed funding sources should clearly indicate that contingency.
- b) PEP will provide preliminary cost estimates to departments within thirty days of the request.
- c) Renovation costs will generally be paid for by the department or division requesting the space.
- d) If an employee or department is asked to move, the campus will identify funding to accommodate the move(s).

2. Approval of Space Requests

- a) Prior to being forwarded to the USC, space requests must be submitted to the appropriate Vice President for review and approval. The Vice President then brings the request to the President's Cabinet for discussion, and, if approved, submission to the USC for review and recommendations.
- b) The USC analyzes the proposals and prepares a recommendation for the President's Cabinet within 60 days of receiving the request.
- c) Recommendations include the pros and cons of various options, consensus opinion if reached, and the majority and minority opinions regarding the allocation of space.
- d) The President's Cabinet's decisions will be communicated in writing to the USC, which will then inform the originators of the space requests of the decision.

3. Periodic Space Inventory

Periodically, PEP and USC will evaluate and report to the President's Cabinet on space allocation and use.