

# University Space Management

Policy 507.14

## 1 Introduction

1.1 This policy is adopted for the evaluation and best use of Appalachian State University facilities and properties by University operating units.

## 2 Scope

2.1 This policy applies to all operating units on the Appalachian State University campus that wish to move into new space or renovate their current locations.

## 3 Definitions

### 3.1 Divisional Representatives

are members of the Space Committee that represent the following divisions and offices:

1. Academic Affairs
2. Finance and Operations
3. Chancellor's Office
4. Space Management and Planning
5. Student Affairs
6. University Advancement

## 4 Policy and Procedure Statements

### 4.1 Space

4.1.1 The Space Committee (the "Committee") will evaluate all University space openings, provide a list of available space to all divisions and evaluate prioritized divisional requests for such space. The Committee will then make a recommendation for use of such space to the Cabinet and Chancellor for final approval.

### 4.2 Renovation

4.2.1 The Committee will also evaluate for approval all prioritized divisional renovation requests above \$15,000.00 to determine whether such renovations are within the strategic space management priorities for the University. Recommendations will be forwarded to the Cabinet and Chancellor for final approval.

### 4.3 Regular Meeting

4.3.1 The Committee will generally meet on the third Tuesday of each month.

### 4.4 Process

4.4.1 The Chancellor will appoint Divisional Representatives as committee members from the following: Academic Affairs, Finance and Operations, Chancellor's Office, Space Management and Planning, Student Affairs and University Advancement. The Chancellor will designate the chair of the committee.

4.4.2 The Committee will maintain a website at <https://irap.appstate.edu/space-management/university-space-management-committee>.

4.4.3 As University space opens or is anticipated to open (i.e., office, classroom or building), the appropriate Divisional Representative will alert the Committee. Each division will establish procedures to assure that Divisional Representatives are aware of space openings and space needs of operating units. Notwithstanding the foregoing, the Office of Space Management and Planning will continue to inventory and analyze Appalachian's existing classroom and lab space, and work with the colleges towards effective and efficient seat and room utilization.

4.4.4 Divisional Representatives will match space openings and strategic unit requests based on completed and submitted [Space Request Forms](#). Each division will establish procedures to assure that unit space requests are provided to the Divisional Representative.

4.4.5 Each Divisional Representative will review requests with the respective vice chancellor and determine the strategic priority and timing of such requests for the division.

4.4.6 Divisional Representatives will bring requests to the Committee for consideration.

4.4.7 The Committee will evaluate all requests for space. Factors to be considered by the Committee include, but are not limited to: divisional priority and strategic fit; efficiencies obtained by relocation; cost of up-fit and source of financing; and special features of the space (e.g., designed as a wet lab, millennial campus, etc.).

4.4.8 The Committee will communicate a recommendation to the Cabinet and the Chancellor. The recommendation will include all requests that were considered for a particular space.

## **5 Additional References**

[Space Request Form](#)

## **6 Authority**

## **7 Contact Information**

## **8 Original Effective Date**

September 17, 2012

## **9 Revision Dates**