

UNIVERSITY SPACE POLICIES PROCEDURES AND GUIDELINES

Title/Subject: Standard Campus Space Policy

Applies to (check all that apply): Faculty Staff Students N/A

Proposal Date: August 2018

Procedure Guideline

BACKGROUND:

Space is a finite resource at UCR. All space is owned by the UC Regents and managed by the University Chancellor. The Chancellor has delegated the daily decision making process of space assignments to the Provost/Executive Vice Chancellor.

GENERAL SPACE ASSIGNMENT GUIDING PRINCIPLES:

The goal of a space policy is to maximize the beneficial use of space that is available for use by faculty, staff, and students. To be effective, such a policy must be clearly delineated and must include sufficient flexibility to respond to changing needs and opportunities. It also must be administered in a fair, consistent, and transparent fashion, relying primarily on the good will of the affected individuals and the recognition that achieving the best departmental outcome sometimes requires a difficult and imprecise balance among competing, worthy options for a limited resource.

Many colleges and units have individual space committees. The USC deals with conflicts that arise between the groups or requests that fall outside of these groups. The current organizational processes should be followed prior to the Dean/VC office sending a request to USC.

Standards and Principles to guide the space assignment process include but are not limited to:

- All campus space is owned by the University Regents, managed by the Provost (EVC) and will be assigned to meet the University's mission and needs
- Space will be periodically reviewed in a transparent processes to measure utilizations, productivities, and appropriate uses. All University space can be reassigned to meet other university needs
- Academic activities, classrooms and research space, have priority over administrative activities such as offices
- Space assignments that save money, enhance revenues or encourage interdisciplinary interaction will be given priority
- Offices with high traffic from students, faculty or staff will be located as centrally and conveniently as possible
- All new and renovated spaces will conform to UCR principles and metrics
- All campus space reviews and reassignments will be managed and brought forward to the University Space Committee (USC) for recommendation to the Provost

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- Space Assignments are not guaranteed; Space will be assigned and reassigned as needed, historical occupation of space will not guarantee continued occupation of that space
- Space adjacencies and quality appropriate adjacencies are important. Whenever possible, groups should not be divided and the spaces assigned them should be of sufficient quality to allow for successful operations

DEFINITION OF CAMPUS SPACE TYPES:

UCR currently utilizes standards for space types and definitions consistent with UCOP.

POLICIES:

Vacated Space Policy

This policy is to serve as a guideline for the allocation of space that is vacated by a school/college, academic unit or administrative unit that will be downsized or eliminated or relocating to a different building (on or off campus). When such changes occur, the vacated space will revert to the Provost for re-assignment. No occupant will forfeit space without the written consent and approval of the Provost.

Private Office Space Policy

Faculty and staff will be assigned only one office work space. Exceptions to this policy must be specifically approved through to the Provost. These exceptions include but are not limited to:

1. Faculty with administrative appointments as chair or associate/divisional dean
2. Faculty located [far] from campus (i.e. CE-CERT, Kearney, etc)

Other assignment considerations include:

- Private offices will be assigned based upon job duty necessities
- Office space will not be used for storage, break or service rooms (mail/copy/work). Floors and buildings with multiple break and service rooms will be shared

Emeritus faculty who continue active involvement within the department may be provided a shared office space (reference policies involving assignment of space for Emeriti and retired faculty)

Decisions involving assignment of spaces for visiting faculty and staff are also referred to as “hoteling spaces”. This is a preferred option to satisfy part time demands for off campus faculty and staff. Hoteling spaces should not be reserved for one individual.

GENERAL OPERATING PROCEDURES:

Evaluation of Space/Conducting a walkthrough

Periodic walk-throughs should be conducted by the departmental space representatives and should include conversations about space needs with faculty and staff. Questions about space usage that arise during the walkthrough should be addressed to the relevant occupant. Results of the survey will be used to make recommendations to the chair regarding space reallocations and other possible changes (e.g., upgrades via minor modifications).

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Reporting Findings from a space evaluation:

The Facility Management System (FMS) is used to manage and capture campus space information. Information captured during space walkthroughs needs to be updated as soon as possible. FMS can be accessed via the following link: <https://fms.ucr.edu/archibus/login.axvw>

First time users and departments requiring specialized reports should contact the office of Space Management at 951-827-2126.

Condition of Use:

All spaces will be utilized for their intended purposes and upon relocation, spaces are to be relinquished in “acceptable” conditions. Acceptable is defined as clean, free of damage, free of furniture and equipment.

Responses to Requests for Space:

Upon receipt, all requests for space will be carefully reviewed and submitted to the University Space Committee (USC), co-chaired by the Provost and Vice Chancellor for Planning and Budget. All space requests must be submitted by a campus leader e.g. Vice Chancellor or College Dean.

The University Space Committee (USC) will evaluate all submitted space requests and the analysis performed by the office of Space Management in order to provide a recommendation to the Provost. The Provost will render a final decision and a written decision letter will be generated.

Financial responsibility:

Unless otherwise specified in a written agreement, financial responsibility to render the space “usable” will remain the responsibility of the unit assigned to occupy the space.

Approved by (Name & Title):

Signature: _____

Date: