

Process Summary for UCR Space request (s)

Step 1: Identification of need

- Requestor identifies space needs to his/her organization’s leadership office (Dean, Department Chair, Divisional Dean or Vice Chancellor)
- Leadership office verifies availability of local resources (inventory of spaces currently assigned and managed by that unit); if resources aren’t available, a space request form can be submitted

Step 2: Space Request Form

- All space requests are submitted via online form only. The form can be found here <https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zPOXAVJLcnxUU8bxMpldioc4wquRUME01R1M1QUo1MjIjBTUg3TzIxU0ZWNjZSMC4u>

***NB: Forms can only be submitted by a Dean or Vice Chancellor’s office representative**

Step 3: Supporting materials (performed by requestor’s organization):

- All requests for additional assignment of space will require supporting documentation
- A recommended list of materials include but are not limited to:
 - ✓ Written justification of need
 - ✓ Overall summary of the total amount of space controlled by the organization/school (at the time of the request) organized by Department if possible
 - ✓ Inventory of space occupants by room and total square footage in the building where shortage (s) has been identified (data should match FMS)
 - ✓ Where possible, provide factual information about how the space is utilized i.e. the Dean’s office doubles as a conference room for College meetings and specific details on anticipated growth or future use of the space i.e. relocations
 - ✓ Verification they meet existing campus space management policies now – e.g. one office per faculty except for approved exceptions, etc.

Step 4: Analysis and Recommendations (performed by Space Management):

- Materials provided will be analyzed and reviewed
- Recommendation (s) will be generated based on the following parameters:
 - ✓ Alignment with UCR’s institutional mission and priorities
 - ✓ Financial impact
 - ✓ Implementation timelines
 - ✓ Impact to other departments/organizations
 - ✓ Type of space being requested
 - ✓ Impacts to existing infrastructure (s) e.g. IT and Facilities
 - ✓ Limitations imposed by Fire Life Safety and ADA

Step 5: VCPB Review

- Vice Chancellor of Planning and Budget reviews recommendations for feasibility
- Outcomes of this review could lead to:
 - ✓ Support of Recommendation (s)
 - ✓ Request for additional information

Step 6: University Space Committee Review

- The University Space Committee is charged by the Provost to provide advice on all campus space matters
- All requests and materials approved by the VCPB (previous step) are reviewed by the committee
- Stakeholders may be invited to present arguments; guidelines for presentation of space request materials are as follows:
 - Each requestor of space will be provided 5 minutes to present their request to the USC, and if there are any individuals who have opposing viewpoints they will also be allowed 5 minutes to present.
 - The USC will then ask the presenters to leave the room while the USC discusses the request(s) and votes on the recommendation that will go to the Provost.
- USC will vote on appropriate recommendations to be submitted to the Provost

Step 7: Provost Review

- Provost reviews recommendations forwarded by the USC and renders a decision

Step 8: Communication of Decision (s)

- Space Management issues written communication of Provost's decision(s) to college Dean and/or Vice Chancellor (s)