

**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: January 2019

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 FOR ASSIGNABLE SPACE ON CORE CAMPUS:**

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.

**APPEAL PROCESS:**

University personnel should review space needs with their department and organization leaders **following their internal processes**. If space needs are **still** not met within an organization, there may be an appeal to the Vice Chancellor of Planning Budget and Administration for further consideration. **VCPBA will perform an independent review and provide a written disposition of the appeal to the requestor, the Provost, and USC.**

**General 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 by Space Management in coordination with unit leadership in a transparent process to measure utilizations, productivities, and appropriate coding. All University space can be reassigned to meet other university needs **per policies**.
- Academic activities, classrooms and research space, have priority over administrative activities such as offices

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- Space assignments that save money, enhance revenues or encourage interdisciplinary interaction **and allow us to better support our mission may be** considered a priority
- All new and renovated spaces will conform to UCR principles and metrics as they are adopted by campus. **The link to this information be added when available.**
- All requests to central campus for space will be managed and brought forward to the University Space Committee (USC) for recommendation to the Provost. More information on the space request process can be found here (link will be provided to the Process Summary for UCR Space Request and flowchart)
- Space Assignments are not guaranteed. Space will be assigned and reassigned as needed and historical occupation of space will not guarantee continued occupation of that space.
- Space adjacencies and quality appropriate adjacencies **should align with business needs.** 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 guidelines. **The general categories include:**

- **Unclassified (inactive, unfinished, alteration)**
- **Classroom Facilities (general assignment)**
- **Research and Teaching Lab Facilities (includes department research and teaching labs, scholarly activity, research offices)**
- **Office Facilities (academic and administrative offices, office service, conference)**
- **Study Facilities (study, library processing, tutorial/training)**
- **Special Facilities (athletics, field buildings, greenhouses) – note at UCR we consider field buildings and greenhouses part of the research activity**
- **General Facilities (food, recreation, commons, day care)**
- **Support Facilities (shop, storage)**
- **Healthcare Facilities**
- **Residential Facilities**

Specific information regarding space types can be found at the link below.

<https://www.ucop.edu/capital-planning/files/documents/FACILITIES%20INVENTORY%20GUIDE/Appendix%20B.%20Room%20Use%20Codes%20and%20Definitions%20a.pdf>

### 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 eliminated or relocating to a different building (on or off campus). **<This may still be confusing – is there better wording?>** When such changes occur, the vacated space will revert to the Provost for re-assignment. No occupant will forfeit space to Campus

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without the written consent and approval of the Provost. **Current occupants may request to retain space by submitting a space request <link to online space request form and process>**

### Office Space Guidelines

**Multiple Offices:** Faculty and staff will be assigned only one work space. **Requests for** exceptions to this policy **should be sent in writing 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 off campus **who require more than a hoteling space on campus.**

### General Office Guidelines:

- Private offices should be assigned based upon job duty necessities rather than job title
- Office space should not be used for storage, break or service rooms (mail/copy/work). Consider off-site storage for long-term storage needs. **<Consider wording: Minimal office space should be used for storage, break and service needs>**
- Floors and buildings with multiple break and service rooms should be shared.

### Hoteling:

One option to accommodate visiting faculty and staff who occasionally need space **or have a primary office off campus** is to provide shared work space referred to as “hoteling”. Hoteling spaces should not be reserved for one individual and the use should be monitored so space can be reassigned if utilization is poor.

### Emeritus and Professor of the Graduate Division Faculty Space:

Emeritus faculty who continue active involvement within the department may be provided space per campus policy 650-17-1:

*Department chairs are responsible for the equitable distribution and optimum use of space for academic departments. Emeriti/ae may apply annually (with special justification, for more than one year) to the department chair, defining and justifying the requested space and associated support requirements. When feasible, and consistent with other department needs, office and laboratory space can be provided to emeriti/ae professors to continue their teaching and/or scholarly or creative work. The department chair shall consult with the dean in assignment of space for emeriti/ae.*

<https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=650-17-1>

Professor of the Graduate Division faculty may be provided space per Academic Senate policy:

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*Office / laboratory / clinic / studio space will be negotiated between the PGD faculty and department chair or research center leadership and dean.*

<https://senate.ucr.edu/emeriti/02.%20PGD%20Program%20Overview.pdf>

**Conference Rooms** – should we have a policy about sharing conference rooms? There are “haves” and “have nots” when it comes to conference space. Larger organizations have an opportunity to share between departments but smaller organizations have less opportunity.

### GENERAL OPERATING PROCEDURES:

#### Reporting on Space Use

The Facilities Management System (FMS) is used to manage campus space information and departments are charged with maintaining accurate data in the system. Mandatory updates occur in the fall and spring, however it is highly recommended that reporting remains up to date as the data is shared with other campus systems and emergency responders. Authorized campus users can access the system via R’space or the following link: <https://fms.ucr.edu/archibus/login.axvw>

Space Management should be notified of changes to departmental system Transactors and Reviewers.

First time users and departments requiring specialized reports should contact the office of Space Management.

#### Change of Space Use

Changes of use category, such as storage to office or wet lab to dry lab, should be reviewed by Campus to ensure facility appropriateness and compliance with building and health/safety codes as well as best use of space. **<VCPBA will request input from appropriate campus experts then>** These issues **<requests>** will be brought to USC for recommendation.

#### 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, and free of unwanted furniture and equipment. The relinquishing department should discuss use of unwanted furniture and equipment with their department, organization, campus, **or future occupant** to confirm if any items should remain.

#### Responses to Requests for Space:

Upon receipt, 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. Space requests must be submitted by a campus leader e.g. Vice Chancellor or College Dean or delegate.

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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. For campus initiated moves, negotiation of any costs related to preparing space for a new user will be examined on a case by case basis.

### **Charge for Space**

Under the current campus budget model units occupying state-eligible space are charged based on square footage and changes in space translate into permanent budget credits or debits. While space on campus varies widely from agricultural/storage-type facilities to high-end facilities, including diverse types of laboratories, the current budget model does not distinguish cost for space and currently assigns the same cost to all space regardless of type or condition.

The Office of Financial Planning and Analysis (FP&A) oversees UCR’s campus budget model, including the space formula. Questions regarding space charges may be directed to Director Stephanie Flores at [Stephanie.flores@ucr.edu](mailto:Stephanie.flores@ucr.edu). Further information regarding the budget model may be found on the [FP&A website](#).