

## Frequently Asked Questions (FAQs)

### 1. What is the role of the University Space Committee (USC)?

The USC will provide strategic advice to the Provost on the allocation of assignable interior campus space to serve the mission and goals of the university. USC will be responsible for: 1) Developing and recommending space utilization guidelines and processes to help communicate standards for space reviews and assignments, 2) Reviewing and making recommendations on opportunities for space use and/or reallocation of space on and off campus, 3) Helping to assure all space standards and management activities are transparent and disclosed to the campus community

### 2. Who can submit a request for space?

Space requests should be submitted by a representative from the office of a Dean or Vice Chancellor or their approved delegates.

If space requirements aren't met within an organization, individuals may send an appeal request to the Vice Chancellor for Planning Budget and Administration for further review.

Requests are subject to verification.

### 3. How do I submit a request for space?

Requests should be submitted via online form. The form can be accessed [here](#)

### 4. What is the turnaround time for space requests? [[Reference Space Request Flowchart and Process Summary](#)]

- Acknowledgement of receipt: **3 business days**
- Review and evaluation of request (Step 3 thru 5) **varies based on nature of request**
- Review by USC and rendering of a decision by the Provost (Step 6 thru 8) **varies based on nature of request and next available committee meeting date.**

### 5. Who do I contact to submit a question or grievance?

The Office of Space Management staffs the USC and can be reached [here](#)

### 6. How does the USC interact with other campus space committees?

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.

**7. What should I expect if I'm invited to participate in a USC meeting?**

Stakeholders may be invited to present arguments in support of their request for space. Supporting documentation will be requested at least one week prior to the meeting to allow for committee review. Presentation of the submitted documentation will occur 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.

**8. How will I be notified of final decisions?**

All decision notifications will be issued in writing via a space assignment letter issued by the office of the Provost. The letter will be addressed to the office (s) of the Dean or Vice Chancellor (s) impacted by the final decision (s).

**9. If costs are associated with a space decision, who bears the financial responsibility?**

Unless specified in the space assignment letter, the organization submitting the request will assume financial responsibility for all aspects of the new assignment. For campus initiated moves, negotiation of any costs related to preparing space for a new department will be examined on a case by case basis.

**10. If I am asked to release space, who does the space revert to?**

Unless specified in the space assignment letter, all released spaces revert to "central campus" managed by the Provost.