

Guidelines for presentation of space requests or materials

Step 1:

Each requestor will be provided 5 minutes to present their materials to the USC, and if there are any individuals who have opposing viewpoints they will also be allowed 5 minutes to present. The space request and accompanying documentation will be provided to the committee in advance of the meeting.

Step 2:

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.

Step 3:

Outcomes of the Provosts' decision (s) will be communicated via "Space Assignment Letter" to the Deans and Vice Chancellors of the impacted organizations/academic units.