



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC II. – FACULTY: EMPLOYMENT TERMS 4.0

UNIVERSITY SPACE ALLOCATION

UNIVERSITY POLICY

I. Overview

Space is a major resource of the University. The allocation of space is conducted in a consistent and strategic manner designed to optimize the productive use of this resource, and to advance the mission and strategic priorities of the University.

The allocation of space will follow these principles:

- Space is a limited resource and is not owned by schools/colleges, divisions, departments, or current occupants. However, the advantages of assigning contiguous space for efficiency and/or programmatic needs will be taken into account.
- Space will be allocated according to the strategic academic, research and outreach priorities;
- Academic programs and departments will be given priority in space allocation; and
- Space allocation and reallocation procedures will be transparent and the affected programs and individuals will have the opportunity to participate; however, the ultimate responsibility for allocating space at North Carolina A&T State University rests with the Chancellor.

II. Space Inventory Database and Requests for Space Allocation

The Office of Institutional Planning, Assessment, and Research (IPAR) is responsible for the official inventory database of space and its maintenance, periodic review and evaluation. Each unit is responsible for providing current information on and changes in the use and assignment of space allocated to it to IPAR.

Review of specific requests and proposals for space assignments is the responsibility of the Facilities Allocation Review Committee (PARC), an administrative committee reporting to the

Chancellor. IPAR will be the central receiving unit for all space requests. The Facilities Allocation Review Committee will review space requests and provide recommendations to the Chancellor, Vice-Chancellors, and/or Cabinet, as necessary for assignment or reassignment.

III. Allocation of Space

Decisions on the reallocation of occupied space at all administrative levels will be based on campus and program priorities, strategic plans, research priorities, the Campus Master Plan, and overall need. The Chancellor may reallocate space that is underutilized to address an important campus priority or strategic need. In such cases, the FARC at the direction of the Chancellor will develop a plan for the reallocation of the space, which shall be reviewed by the Chancellor's Cabinet and approved by the Chancellor.

Space permanently vacated because of renovation or new construction reverts back to the FARC for reallocation. Likewise, space vacated due to a reduction in program size, reduction in workforce, program elimination or reduction in funded research also reverts back to the FARC for reallocation. It is the responsibility of the Assistant Vice Chancellor for Facilities to evaluate the type and the condition of vacated space, and to notify the IPAR to update the official space inventory database. The Assistant Vice Chancellor for Facilities will review potential uses of the space consistent with the strategic and physical master plans, existing outstanding space requests and proposals, current campus space utilization of classroom and laboratory space, and recommend future assignments of space to the FARC. The FARC will review the recommendation, consult with the affected parties, and develop recommendations for space allocation, which will be forwarded to the Chancellor for the final assignment.

The allocation of new space is handled in the same fashion as vacated space as described in the previous paragraph. New buildings are approved by legislation with a specific purpose, which must be given high priority when space is assigned in the new facility. However, because of the time lag between the facility plan and its construction, some plans may change. If this is the case, FARC will recommend to the Chancellor any changes in space allocation for the new facility.

Management of assigned space is generally the responsibility of a Vice Chancellor who can delegate portions to deans and other administrators, as necessary. It is the responsibility of the Vice Chancellor to ensure space assignments are optimized for the best and most effective use. Vice Chancellors are encouraged to assign and configure assigned space to maximize utilization and align the use with strategic goals. The Vice Chancellor may allocate or reallocate space within his/her assigned space for different uses; however, notification to IPAR regarding changes in space assignments is essential to ensure that the official space database remains current.

The Facilities Allocation Review Committee (FARC) is an administrative committee reporting to the Chancellor. The Committee is charged to review space assignments, utilization, policies, proposals, and other issues relating to institutional space. Specifically, committee duties include:

- To review existing space allocation and usage and make recommendations for space assignments, re-assignments and optimization of use;

- To review outstanding space requests and proposals for space and recommend future assignments to the Chancellor; and,
- To periodically review the space inventory database, utilization statistics, and other productivity measures and reports and provide appropriate recommendations on the utilization and allocation of space and to recommend related policies to the Chancellor.

Facilities Allocation Review Committee shall consist of the following members:

- Director of Institutional Research (Chair)
- Assistant Vice Chancellor for Facilities
- Student Affairs Representative
- One Representative from each academic school/college
- Research and Economic Development Representative
- Information Technology and Telecommunications Representative
- Enrollment Management Representative

Appeals to the decision can be made to the Chancellor, whose decision is final.

Date policy is effective: upon approval

First approved: February 19, 2010

Revised:

Approved by the Board of Trustees