

Space Allocation: Policies and Procedures

University of Kansas

Lawrence Campus

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Executive Summary

“Space Allocation: Policies and Procedures on the Lawrence Campus” provides policy guidelines approved by the Provost that apply to space utilized for academic, research, and affiliated service functions on the Lawrence Campus, the Adams Campus and the Natural History Preserves. This document also explains the procedures used for evaluation of space utilization. These guidelines *do not pertain to University functions and activities governed by:* KU Athletic Corporation, Student Housing, Lied Center¹ and Dole Institute on West Campus, Kansas Memorial Union Corporation, Student Recreation Center, Hilltop Childcare Facility, or other locations outside the city of Lawrence.

In addition to the Introduction (Section I) this *Policies and Procedures* document covers three major areas. The first of these areas is a list of priorities for space assignment for faculty and staff (Section II) and for classroom and class laboratories (Section III). The second area focuses on the planning standards for allocation of space at the University (Section IV). The third area covers the process for requesting new space, reallocation or remodeling of existing space and the process for evaluating requests (Chapter 2 and appendices A and B). An outline of the roles of the departments, the Office of Space Management (OSM), and the administrative units in the evaluation and recommendation process is presented. **The Provost’s office will make the final decision on all space requests.**

A room inventory database, maintained by the Office of Institutional Research and Planning (OIRP), lists all of the space available for use by room, area, and building location. The database is updated regularly and reviewed biennially. Along with the database, it is also possible to obtain accurate small-scale drawings of buildings on the campus. The database and small-scale drawings are accessible through websites in a “read-only” format.

The intent of these policies is to provide a systematic and orderly process for the evaluation and management of space utilization on the Lawrence Campus. Moreover, these policies serve as a resource for:

- (a) Campus planning for future space acquisition based on current and projected space utilization and needs assessments;
- (b) remodeling space based on systematic space-quality assessment and program changes;
- (c) reallocation of existing space, including vacated space.

The method employed here for the determination of relative need for space is limited by the model and may not be fully applicable to units such as R.O.T.C. (where the faculty and/or staff are not compensated through the University budget) and to

¹The Provost will designate the procedures for space management at the Lied Center.

certain research centers such as the Kansas Geological Survey which maintains a large public-use data repository area. For units such as these, justification for relative space needs will require evaluation on a case-by-case basis.

Under no circumstances is any officer of the University or KUCR authorized to allocate space on a permanent basis to any person, organizational unit, or program except through the allocation and approval process outlined in this document.

The Chancellor and the Provost retain the authority to suspend these policies in the event of a natural disaster or other emergencies.

Chapter 1

Policies

I. Introduction

The efficient use of space requires a set of policies and procedures for space allocation and utilization. The Office of Space Management² (OSM) will assess space allocation and utilization according to the policies written herein. The Provost's Office reviews the assessment and makes space assignments. Space will be allocated by the Provost's Office to an individual unit³ according to relative demonstrated need⁴.

The *Policies and Procedures* apply to space utilized for the academic, research, and affiliated service functions on the Lawrence Campus, the Adams Campus, and the Natural History Reserves. *These guidelines do not pertain to University functions and activities governed by the Athletic Corporation, Student Housing, the Lied Center,¹ Dole Institute, Kansas Memorial Union Corporation, Student Recreation Center, Hilltop Childcare Facility or to other locations outside the city of Lawrence.*

Policies

Space allocation policies have been recommended by the University Space Policy Advisory Committee and approved by the Provost to help identify space surfeits and deficits and to guide space-allocation decisions that are the responsibility of the Provost's Office. These policies are consistent with the overall space guidelines established by the Board of Regents of the State of Kansas [see the "Regents Space Guidelines" from The Long-Range Physical Development Planning Manual, Board of Regents, 1977].

²The Office of Space Management (OSM) is responsible for evaluating space requests. OSM will work in concert with Facilities Operations, Networking and Telecommunication Services and Design and Construction Management on relevant matters dealing with space.

³A unit is defined as a budgetary unit according to the University's Organization Table in the Chart of Accounts for the "People Soft" financial system.

⁴ Relative demonstrated need is defined by requirements for instructional, research, and service space for a unit according to the number of full-time equivalents employed by the University in accordance with the unit's mission. The space requirements are defined by the assessment of space per FTE for the three functions and adjusted for discipline and function. The space requirement is assessed by OSM in consultation with the unit according to the Policies and Procedures defined herein. The actual space allocation is then compared with the space requirements. A positive difference (i.e., more space allocated than justified by the space needs assessment) indicates surplus space or lack of relative demonstrated need for space by the unit. A negative difference (i.e., more space required than allocated) indicates a relative demonstrated need for additional space by the unit.

Procedures

Procedures described herein have been approved by the Provost to collect data for the biennial review, to report research space usage to the Federal government, to make classroom assignments, and to standardize the process for requesting space.

Space Ownership

Allocation of space is made to individual units (e.g., departments, institutes, and centers) according to demonstrated need. However, "Ownership and Occupancy Rights" of all campus space rests with the Board of Regents, the Kansas University Endowment Association or the corporate KU Center for Research. Occupancy and use of space is delegated from the Board of Regents and the Kansas University Endowment Association to the Chancellor. The Chancellor and the Provost make space assignment decisions for the Lawrence Campus. The Provost reports to, and acts on behalf of, the Chancellor. Space owned by the corporate KU Center for Research is allocated under a memorandum of understanding (MOU) between the Provost and the President of KUCR.

Under no circumstances is any officer of the University or KUCR authorized to allocate space on a permanent basis to any person, organizational unit, or program except through the allocation and approval process outlined in this document. Current users or occupants do not "own" space, nor can they solely control the use or conversion of campus space. Incumbents can expect continued use of currently assigned space *unless* there is a shift in program priorities (either internal or external to the incumbent's unit) or the biennial review of space utilization determines that the unit has significant underutilization or surplus of allocated space.

Each administrative unit (e.g., the College, School, or Center) should designate an officer charged with space management and may establish its own unit space committee to review space requests within the administrative unit. The unit Space Officer will be responsible for making recommendations to the Dean, Director, or Chair of the respective unit. The Dean, Director, or Chair of the unit may choose to make decisions on space reallocation and requests within the unit's allocated space. The unit Space Officer will make recommendations for any major changes in space allocation and remodeling through the Dean/Director/Vice Provost to the Office of Space Management. The Space Officer or committee may request OSM's assistance in analysis of space utilization and allocation at any stage of the process. (See Appendix A: Space Process Flow Chart).

Space Reallocations

The University administration recognizes that there will be occasions when space is vacated or program needs change and space needs cannot be addressed by shifts of space within an administrative unit (e.g., the school/College, or Center).

Space reallocations may involve transfer of space between or among two or more administrative entities. When space assigned to a unit is vacated,⁵ the space is then designated as unassigned space. The unassigned space is assigned or reallocated through an allocation request submitted through OSM to the Office of the Provost. The appropriate Dean/Director/Vice Provost must approve the request, which is then reviewed by OSM for recommendation to the Office of the Provost. The OSM may request further review and recommendation by the University Space Advisory Committee⁶.

Assignment Type

Space Assignment type on the Lawrence Campus is based on time-frame and identified as “Event,” “Semester,” or “Continuing.” Lead-time is required for all space assignments. The lead-time for requests and allocations differs based on the type of assignment. The established timelines are based on assignment type and are lengthened by any additional time needed for renovation and moving. The timelines for each of these assignment types are outlined in Chapter 2, section I.

II. Space Assignment Priorities

The order of priority for the utilization of academic, research and service-function space on the Lawrence Campus of the University of Kansas is provided below. The priorities serve as guidelines for determining the efficient and effective use of space.

1. Adequate **instructional space**, including support space at the undergraduate and graduate level.
2. Adequate **space for faculty, full-time staff, and graduate teaching assistants** to carry out their responsibilities. A single individual (including those with multiple appointments) should not be assigned as the sole occupant of more than one office space in which to carry out his/her duties.⁷

⁵ Here, “vacated space” is defined as the abandonment of substantial space by a unit or center due, for example, to loss of funding for a program or movement of a significant number of personnel of the unit to another location.

⁶ A University Space Policy Advisory Committee is responsible for periodic review of the policies, procedures, and guidelines for space allocation and remodeling. Another committee, The University Space Advisory Committee provides input and advice to the OSM for space allocations involving 1,000 square feet or more.

⁷Exceptions to this limitation may be made for Principal Investigators who have grant- or contract-funded research in one or more buildings external to their academic offices.

3. **Specialized space for scholarly research and laboratories**, including support space consistent with the standards of the discipline. As this space is often the most expensive to construct and maintain, administrators should examine the use of such space with special care. External research sponsorship and/or significant involvement with students in research should have a major influence in determining priorities.
4. **Space for part-time staff** (preferably on a shared basis).
5. **Conference rooms and other meeting rooms.** Such rooms are appropriate for committee meetings and myriad formal and informal interpersonal interactions that make a University function effectively. Such rooms are counted in the assignable square footage for each unit. Shared conference rooms are encouraged, and the assigned square footage will be allocated between or among units who use them.
6. **Office space for faculty on phased retirement.** Space constraints may require that the office assigned to faculty members on phased retirement will not be the ones to which they were formerly assigned; however, every effort should be made by the chair or director to provide appropriate office/laboratory space that is suitable for the faculty or staff member in the principal space allocated to the department or other unit.
7. **Office space for emeritus faculty** (preferably on a shared basis) who are still regularly involved in scholarship, teaching, or other official activities of the University. Specialized space will not be available for emeritus faculty except when they are actively engaged on sponsored projects or have students completing advanced degrees.
8. **Office space for individuals associated with University programs but not on the University payroll** (such as adjunct faculty or students not employed as Research Assistants and Teaching Assistants).
9. **Shop Space** for construction and repair of equipment.
10. **Lounges** for staff and/or students.
11. **Storage space** for equipment and other materials not used on a continuous basis.

[Recommended by the Space Committee 3/3/92; revised 6/1/98]

III. Space Analysis

Biennial Overview

OIRP will provide the Provost and Chancellor with a biennial overview of space assignment and utilization for the Lawrence Campus in November of even-numbered years. OSM will comment on issues appropriate to the location, quality, and configuration of space. OSM will forward comments to the Provost on building condition and classroom suitability from the Offices of Design and Construction Management and the University Registrar, respectively. The biennial overview of space assignment and utilization will provide information to update the Physical Development Plan and the five-year capital improvement plan.

Other Space Reviews

OSM will perform space reviews of new construction and major remodeling initiatives, or when academic or research program shifts precipitate opportunities to reassign space. The reviews are designed to assist the College, Schools, and other Units in making the best use of space and in identifying alternatives.

Data Sources

The space utilization and analysis report on the Departmental Executive Management Information System (DEMIS) provides analysis of the utilization of academic, research, and affiliated service-function space according to discipline and function. The measurement of space use is based on three parameters:

1. total number of full-time equivalent (FTE) staff and faculty employed for classroom instruction, the total number of FTEs engaged in research and/or scholarly activities, and the total number of FTE support personnel;
2. measurement of the Assignable Square Feet (ASF) of space per FTE has been determined by the Space Policy Advisory Committee based on the 1977 Board of Regents Guidelines⁸ and supplemented by the University of Wisconsin-Madison Space Policies and Procedures Manual⁹ - guidelines that have been modified to apply to all units and current departments at KU;
3. space utilization for research, scholarly and service activities is adjusted according to discipline and work function.

The bases for the parameters and the analysis are explained in Section IV.

⁸ The Board of Regents Space Guidelines from the "Long Range Physical Development Planning Manual," Board of Regents, State of Kansas, July 1977.

⁹ "The UM-Madison Space Policies and Procedures" from the Wisconsin Space Management Office, March 30, 1995.

The primary data source for the Assignable Square Feet (ASF) of available space is the K.U. "Room Inventory" database, maintained by OIRP through the biennial space survey process and updated with information from new construction and remodeling. The database is a primary data source for all space reviews. *It is in the best interest of campus units to assist OIRP in maintaining the database and to accurately update room records during the survey.*

Information gathered may also include specifics on research grants--i.e., duration, special needs, time-frame for activities, etc.; enrollment data, trends and projections, utilization review of instructional spaces (labs and departmental classrooms), verification of FTE payroll sources, and FTE enrollment and staffing projections.

IV. Planning Standards

The Provost's Office has adopted planning standards for space allocation that are consistent with the Board of Regents Guidelines and recommendations from the University Space Policy Advisory Committee (see Section II, "Space Assignment Priorities").

The following guidelines are to be applied to University academic, research, and service space and are considered a guide (but not an entitlement) for individual units or specific situations. All reviews of assignable square feet, headcount, and full-time equivalent data are performed in the context of documented need and historical circumstances of a given unit. Office sizes vary based on the history of the building. Other unusual room sizes, layouts, and conditions of space are a result of past construction and modification. In addition to these factors, modifications in the analysis of space utilization may include demonstrated need for conference, public-use, and record-storage space.

1. Classroom Standard¹⁰

Average student station size:	15 ASF ¹¹
Minimum average weekly room use goal:	30 hr/wk
Average station occupancy during use:	60%

¹⁰ The size and level of use of classrooms and instructional laboratories should be compared with these standards. Where deviations occur, reasons should be examined, and adjustments made to achieve maximum effective use of all spaces. Adjustments may include reallocation of spaces, changes in class schedules, and changes in class and room sizes to more closely match section and room sizes.

¹¹ ASF is assignable square feet. The assignable square footage is the area not used for public amenities such as restrooms, lobbies, and corridors.

2. Instructional Laboratory Standard

Average station size:	Variable
Minimum average weekly room use goal:	20 hr/wk
Average station occupancy during use:	80%

3. Office and Conference Standards

“Office and Conference Standards” define the maximum amount of office space to be allocated to various types of positions. Analysis of office and conference space reveals the effect of improper sizing of offices in existing structures. The presence of computers and other equipment used within the office environment affects office-space requirements. Allocations that exceed the standards because of equipment requirements and configuration of existing spaces will be taken into consideration by OSM. Where possible, office space(s) should be reassigned or remodeled to maximize the utilization of available space.

Function

Space Standard

Administrative Instructional, and Support Staff:

140 ASF per FTE¹²

Clerical Support (excluding student positions) paid from state budgeted funds and identified as working on the Lawrence Campus through the HR/Pay system.

Student/Work Study Staff:

60 ASF per FTE

FTE based on the average of the total student hours worked each pay period.

(80 hours per two-week pay period = 1.0 FTE)

Non-payrolled Staff:

140 ASF per FTE

Staff listed as “Affiliates” on the HR/Pay system (but excluding faculty from other departments with courtesy appointments) who are identified as working on the Lawrence Campus through the HR/Pay system.

Graduate Assistants (GTAs, GRAs)

100 ASF per FTE

Monthly student employees who are identified as working on the Lawrence Campus through the HR/Pay System.

¹² Add 25 ASF for office service/conference space

Add 0.10 ASF per student head count for additional records and administrative space for deans.

4. Research Standards as a Function of Discipline

“Research Standards” relate to different kinds of personnel involved in research programs and to subject fields of research. **Research Demand Units (RDU)** address personnel factors through the relative measure of full-time research activity equated to 5 units. The “Space Standard” reflects the relative percent of time spent on research per FTE as a function of the type of appointment (teaching and research faculty, master’s or doctoral student, research assistant, research associate, etc.). Demand units are assigned as shown in Part I below.

Subject disciplines command different amounts of research space. Part II lists the area per demand unit for different subject disciplines. This standard provides a rough approximation of the amount of space needed for research. Detailed analysis of specific program needs at KU is the only way to determine the amount of space needed for any specific program.

PART I Assignment of Demand Units

<u>Research Personnel</u>	<u>Space Standard</u>
Teaching Faculty: Tenure and tenure-track FTE	1 RDU per FTE
Master of Science or Master of Arts: or Ph.D. Students with < 30 Hours (Level 0) 6 SCH = 1.0 FTE (SCH = student credit hours)	1 RDU per FTE
Doctoral Students: Ph.D. Students with > 30 hours of coursework (Level 6) 6 SCH = 1.0 FTE	4 RDU per FTE
Staff: Paid from research funding (Identified on the Lawrence Campus through the HR/Pay system)	5 RDU per FTE

Part II
Area per Research Demand Unit

<u>Discipline</u> ¹³	<u>General Space Standards</u> ¹⁰	
Architecture & Urban Design	20	ASF per RDU
Business	20	ASF per RDU
CLAS		
African & African-American Studies	10	ASF per RDU
Anthropology	35	ASF per RDU
Art History	20	ASF per RDU
Chemistry	90	ASF per RDU
Classics	10	ASF per RDU
Communication Studies	35	ASF per RDU
Division of Biological Sciences	90	ASF per RDU
Division of Government	20	ASF per RDU
East Asian Languages & Cultures	10	ASF per RDU
Economics	20	ASF per RDU
English	10	ASF per RDU
Environmental Studies	90	ASF per RDU
French & Italian	10	ASF per RDU
Geography	90	ASF per RDU
Geology	90	ASF per RDU
Germanic Languages & Literature	10	ASF per RDU
History	10	ASF per RDU
Human Development & Family Life	35	ASF per RDU
Humanities & Western Civilization	10	ASF per RDU
Information Processing Studies	20	ASF per RDU
Interdisciplinary Studies	10	ASF per RDU

Continued, next page

¹³ See Discipline/Department Table for Definition of discipline categories. There is some variation in the ASF/RDU numbers within the broad general disciplines listed here.

Part II
Area per Research Demand Unit

<u>Discipline</u> ¹³	<u>General Space Standards</u> ¹⁰	
Latin American Studies	10	ASF per RDU
Linguistics	20	ASF per RDU
Mathematics	20	ASF per RDU
Philosophy	10	ASF per RDU
Physics & Astronomy	75	ASF per RDU
Psychology	35	ASF per RDU
Religious Studies	10	ASF per RDU
Russian & East European Studies	10	ASF per RDU
Slavic Languages & Literature	10	ASF per RDU
Sociology	20	ASF per RDU
Spanish & Portuguese	10	ASF per RDU
Speech-Language-Hearing	35	ASF per RDU
Theatre & Film	20	ASF per RDU
Education*	90/35/20	ASF per RDU
Engineering*	90/35/20	ASF per RDU
Fine Arts	20	ASF per RDU
Journalism & Mass Communications	20	ASF per RDU
Law	20	ASF per RDU
Pharmacy	90	ASF per RDU
Social Welfare	20	ASF per RDU

*Varies by Department

¹³ See Discipline/Department Table for Definition of discipline categories. There is some variation in the ASF/RDU numbers within the broad general disciplines listed here.

Discipline/Departments by Research Subject Fields¹² and Area per Demand Unit

(90 ASF/RDU)

Aerospace Engineering
Chemical & Petroleum Engineering
Civil, Environmental &
Architectural Engineering
Mechanical Engineering
Chemistry
Division of Biological Sciences
Environmental Studies
Geography
Geology
Health, Sport and Exercise Science
Medicinal Chemistry
Pharmaceutical Chemistry
Pharmacology & Toxicology
Pharmacy Practice

(75 ASF/RDU)

Physics & Astronomy

(35 ASF/RDU)

Anthropology
Communication Studies
Electrical Engineering & Computer Science
Human Development & Family Life
Psychology
Psychology and Research in Education
Special Education
Speech-Language-Hearing

(20 ASF/RDU)

Architectural Engineering
Architecture
Art
Art History
Business
Design
Economics

(20 ASF/RDU)

Engineering Management
Information Processing Studies
Journalism & Mass Communication
Law
Linguistics
Mathematics
Music & Dance
Political Science
Public Administration
Social Welfare
Sociology
Teaching and Leadership
Theatre & Film
Urban Planning

(10 ASF/RDU)

African & African-American Studies
Classics
East Asian Languages & Cultures
English
French & Italian
Germanic Languages and Literatures
History
Humanities & Western Civilization
Interdisciplinary Studies
Latin American Studies
Philosophy
Religious Studies
Russian & East European Studies
Slavic Languages & Literatures
Spanish & Portuguese

Chapter 2

Procedures

I. Roles of the Various Constituents in Space Assignment Requests

Departmental or Unit Role

A Principal Investigator, individual faculty member, or appropriate staff member may prepare a request for space. Details of space needs must be documented using the “Request for Space Assignment” form (RSA). The package is then forwarded to the department chair or unit head for review and for eventual submission through the appropriate dean, vice provost, or director¹⁴.

Department chairs or unit heads should discuss proposed requests, in advance, with the appropriate Dean/Director/Vice Provost’s (DDVP) Office. The chair or unit head may request an analysis or review of the department’s current space assignments and utilization from the OSM. The request must be submitted in writing through the DDVP Office to the OSM.

The department chair or unit head either approves or denies the request (for administrative units and support services, the request typically is reviewed only by the director). Approved requests are then forwarded to the DDVP Office. If the chair/unit head denies the request, a timeframe for resubmission of the proposal should be communicated to the requester, normally 6 months.

Dean/Director/Vice Provost Role

The DDVP reviews the request for space and either approves or denies the request. In order to assist in the decision-making process, the DDVP may request analysis/review of a unit’s current space and utilization from the OSM; this request must be submitted in writing.

Requests approved by a DDVP are then forwarded to OSM for subsequent review and recommendation. The DDVP may deny requests and make alternative arrangements when a unit can accommodate requests internally. If the DDVP denies the request, a time frame (minimally six months) should be communicated to the unit for resubmission of the proposal.

Office of Space Management Role

Upon receipt of a request from the DDVP, the Provost’s Office and OSM will review the RSA form for completeness (i.e., signatures, data, and other information needed). The form with original signatures should be sent to OSM in Carruth, Room 322, and a

¹⁴ In this context, “director” means the director of the Kansas Geological Survey, the Kansas Biological Survey, or of one of the seven designated research centers: Biodiversity Research Center, Center for Environmentally Beneficial Catalysis, Center for Research on Learning, Higuchi Biosciences Center, Information and Telecommunication Technology Center, Joyce and Elizabeth Hall Center for the Humanities and Schiefelbusch Institute for Life Span Studies.

photocopy sent to the Provost's Office in 250 Strong Hall. The DDVP will provide information on relative priorities of approved and submitted requests with the RSA form.

A space needs analysis is then prepared using information from the RSA form. The analysis may also include a review of other data such as ASF/FTE from the space-utilization database, average/unusual room size or shape in a building, special needs related to activities or type of staff to be accommodated, walk-through reviews of space, enrollment data/trends, and research-grant related information.

A site visit and consultation with the requesting unit's staff may be necessary to provide a better understanding of a unit's space use and needs. The OSM staff will conduct a site visit that will include a walk-through of the space assigned to a given unit with the unit's staff and may compare the observed activities with the data from the biennial space survey. Such a visit will help the OSM staff have a better understanding of the space needs and may help identify space options not apparent to the current users.

Routine space assignments of up to 1,000 square feet are often made by OSM without consulting the University Space Advisory Committee (USAC). However, for space allocations involving more than 1,000 square feet, or if important issues involving two or more units or departments are present, OSM will normally consult with USAC. Ultimately, however, the final authority on all space decisions rests with the Provost.

The goal of OSM is to identify and recommend prioritized space-management solution(s) to the Office of the Provost. In doing so, OSM will have sought agreement on the recommendation(s) from the affected units, including any other unit that may be involved in the space request. OSM then prepares prioritized recommendations based on the analysis. **It is conceivable that no space in the amount or type requested may be located or is likely to be identified in the foreseeable future.** OSM forwards its analysis and prioritized recommendation(s) to the Office of the Provost.

Provost's Role

The appropriate DDVP must approve all formal requests for space submitted to the Provost. The Office of the Provost will review the unit's request and the analysis and recommendations of OSM. The Provost may seek the recommendation of the University Space Advisory Committee on any space request before making a decision. The Committee may recommend approval or denial of the request to the Provost. The Provost will be responsible for final approval or denial of the request. **Under no circumstances is any other officer of the University permitted to allocate space on a permanent basis to any person or program.** The Department and the DDVP will be notified, by letter, of the Provost's decision.

Appeal

If the Provost has denied a request, the DDVP may appeal the decision in writing to the Provost within 6 months of the date of the denial letter. The written appeal must include the original request plus any additional information pertinent to the space request. The University Space Advisory Committee, whose recommendations will be forwarded to the Provost for final decision, will review the resubmitted request.

II. Instructional Space Requests and Assignments

There are several situations where it may be necessary to request assignment of different or additional instructional space. The requests are differentiated by assignment type: "Semester" or "Event". Units may request "Semester" assignments. Units and individuals may request "Event" assignments. The process and timeline for each type of request is outlined below.

"Semester" Assignments

Classrooms, defined by the Board of Regents' "Postsecondary Education Facilities Inventory and Classification Manual," are rooms used for classes that are not tied to a specific subject or discipline, by equipment in the room, or by the room configuration. Classrooms are defined as "centrally-scheduled" which are assigned on a semester basis by the Registrar and "departmental" which are assigned on a continuing basis but subject to reassignment by the Provost. Most classrooms and auditoria space are allocated on a semester basis.

Requests for initial assignment of classroom and auditorium space are made to the Registrar. Assignment of centrally-scheduled classroom space and lecture hall space will be made by the Registrar based on efficient usage patterns observed during previous semesters and on proposed course offerings. This process is managed with assistance from a room-scheduling software system.

Requests for assignment of centrally-scheduled classroom space for uses *other* than regularly scheduled classes (committee meetings, etc.) are to be made to the Registrar. Assignments for uses other than classroom instruction are preempted by instructional use.

All departments must make a commitment to an equitable distribution of course offerings across all standard meeting times, including early morning (7:30 am MWF and 8:00 am TR) and late afternoon (3:30 and 4:30 pm MWF and 4:00 pm TR).

The Registrar gives preferential treatment when reserving rooms to those departments that offer classes at standard meeting times. When it is desirable to schedule classes at times other than the standard meeting times, departments should schedule these classes in their departmental classrooms when possible. Homeless classes scheduled on non-standard scheduling patterns will be given lowest priority placement.

Standard classroom scheduling patterns for classes during fall and spring terms are as follows:

MWF	7:30-8:20 a.m.	8:30-9:20 a.m.	9:30-10:20 a.m.
	10:30-11:20 a.m.	11:30-12:20 pm	12:30-1:20 p.m.
	1:30-2:20 p.m.	2:30-3:20 p.m.	3:30-4:20 p.m.
			4:30-5:20 p.m.
TR	8:00-9:20 a.m.	9:30-10:50 a.m.	11:00-12:20 p.m.
	11:00-12:50 p.m.	1:00-2:20 p.m.	2:30-3:50 p.m.
			4:00-5:20 p.m.
S	7:30-8:20 a.m.	8:30-9:20 a.m.	9:30-10:20 a.m.
			10:30-11:20 a.m.

Staggered starting times are strongly encouraged for evening classes, such as 6:30 pm, 7:00 pm and 7:10 pm. As there is only one class per room scheduled in the evening, the primary consideration in the evening schedule is congestion on campus, not space. (*Note:* Classes starting at 6:00 pm or later are considered evening classes for the purpose of scheduling final examinations.)

Summer Assignments

The normal class session during the summer session is 60 minutes rather than 50 minutes. The following standard meeting times for the summer session allow the common three-credit-hour class to meet five days per week and still meet the minimum of 300 minutes of class time per week.

M T W R F	8:00 - 9:00 am	9:10 -10:10 am	10:20 -11:20 am
	11:30 -12:30 pm	1:00 - 2:00 pm	2:10 - 3:10 pm
			3:20 - 4:20 pm

Departments will be notified of homeless classes once the centrally-scheduled classroom assignments have been made. Departments must be prepared to change the meeting day and/or times of homeless classes for room scheduling purposes. The day prior to the electronic posting of the Schedule of Classes, all remaining homeless classes will be cancelled.

Media Enhanced Classrooms

Some centrally-scheduled classrooms have media equipment. Use of the media-enhanced centrally-scheduled classrooms will be managed by the Registrar under the direction of the Office of the Provost. For each term written instructions will be provided to Departmental Scheduling Officers. The Instructional Development and Support Center and Budig Hall Director will provide instructions for equipment use when appropriate.

Time-line for “Semester” requests

The Registrar will provide departmental scheduling officers with specific timelines for scheduling classes and submitting room requests no later than the following:

Fall Semester	October 1
Summer Semester	October 1
Spring Semester	March 1

“Event” Assignments

Students, faculty, staff and other individuals affiliated with the Campus may reserve the facilities identified in [Guidelines for University Events and Registered Organizations](#) for events on campus. Any event held on campus must have the approval of the University Events Committee. The University Events Committee meets every Wednesday at 3:30 p.m. (when classes are in session). Registration for an event is made with the Center for Campus Life (4-4861): <http://www.ukans.edu/~olctr/uec.html>.

A reservation for space for an event must be made *prior* to the submission of a University Events Activity Registration Form, which is due by noon on the Tuesday before each scheduled University Events Committee meeting. Space inquiries and reservations for space for an event are made via the Registrar’s office.

Academic and administrative units may reserve centrally-scheduled classroom space for events such as seminars, conferences and meetings through the Registrar’s Office (4-5123). The listing of this space is updated every semester, and is available from the Registrar. Opportunities are limited by class scheduling. To reserve centrally-scheduled classroom space, one full workday (24 hours) notice is required to allow time to notify security and housekeeping.

III. Procedures for Requests for Non-Instructional Space

“Continuing” Assignments

“Continuing” space assignments include assignable University space (owned or leased) ranging from offices, departmental classrooms, research and instructional laboratories, to storage. In rare cases, it may also include rural real estate such as the Adams Campus (southwest of Lawrence), and the environmental tracts northeast of Lawrence.

Some facilities are built for specific student activities and, in general, are restricted for those purposes, such as The Kansas and Burge Unions, and Student Housing facilities. Space in these facilities may be made available for other University purposes through negotiations between the Office of the Provost and the Director of the affected unit.

All requests to the Provost’s Office for “continuing” space assignment are to be submitted on a “Request for Space Assignment” (RSA) form with documentation attached (see Appendix B, “Request for Space Assignment” form). An RSA form can be obtained from the OSM, or on the Internet: <http://www.ku.edu/~provost/>

A “continuing” space request for a department or unit is first approved by the DDVP and then sent to OSM, with a copy to the Provost.

Action on a “continuing” space request typically requires substantial lead time, often many months to as much as two or three years. To implement assignments, space must be identified, use and requirements must be analyzed, release and reassignments negotiated, and timetables established. To facilitate this process, requests to the DDVP must be submitted five to six months in advance* of the semester for which space is needed.

OSM should receive requests for the:

Fall Semester by:	*April 1
Spring Semester by:	*August 1
Summer Semester by:	*January 1

*NOTE: In special cases the request may be for conversion of a departmental or centrally-scheduled classroom to another use. In such cases, the timeline is extended such that the Fall Semester and the Summer Session submittal date is September 1 of the preceding year and the Spring Semester submittal date is February 1 of the preceding year. If substantial renovation is required, these lead times should be extended by 6-12 months.

IV. Requests to Remodel Existing Space

So that investments in space are made that are appropriate to the long-term goals of the University, the Office of the Provost, through OSM, will assist, guide, and review all requests for major renovation and remodeling of existing space.

Prior to any major renovation or remodeling of existing space on campus, the unit must submit a remodeling or renovation plan that includes an estimated cost and justification for the work to the appropriate DDVP for review and approval. The justification should include salient points describing the proposed use of the remodeled space, the amount of space affected, the projected time frame for the program use of the space, the source of funding and the scope of any remodeling that will be required based upon a feasibility study by Design and Construction Management. If approved, the DDVP will then submit the request to OSM for review and evaluation.

Once the above steps have been completed and approved, the requesting unit will be granted authorization to proceed with the remodeling. Upon expiration of the projected time frame of the program use of the remodeled space, continued use of the space shall be at the discretion of the Office of the Provost. It is understood that the space will be allocated to the unit for the duration of the projected time-frame of the program.

If remodeling of newly assigned space will be needed, additional time must be allowed. Departments should contact the Office of Design and Construction Management (4-3431) for information on procedures, time lines for estimates, and coordinate their request with their respective DDVP. The department requesting the remodeling is responsible for identifying the source of funding. **It should be noted that even when a department makes a significant investment in space, regardless of the source(s) of funding, the authority for current and future assignment of that space remains with the Provost's Office.**

V. Moving: Responsibilities and Policies

Units should expect to find their new space in move-in condition. Similarly, space being vacated must be cleared of all equipment and furnishings by the coordinated move date(s). Unless other arrangements have been made, the unit or department is responsible for moving costs. *To assure a smooth transition for all moving units, the following issues should be considered:*

Moving Out

Units vacating space are responsible for returning that space to a move-in condition. Units may remove and take with them all equipment they purchased which is not considered a permanent part of the building or room (e.g., items such as custom telecommunication equipment and data hubs).

Equipment and furnishings that were acquired within a building-project budget are considered to belong to the institution and stay “with the building.” They may not be removed without permission from the Provost’s Office. Installed equipment that serves other building occupants may not be removed without coordination with the other users.

Routine maintenance and other repair needs should be brought to the attention of Work Management at 864-4770 (Facilities Operations) by the unit vacating the space. Repairs for damages beyond ordinary wear-and-tear and the cost for the removal of remaining equipment and furnishings will be charged to the unit leaving the space.

Moving In

Work Management, 864-4770, normally will be responsible for preparing vacated space for the next occupants. Services provided include necessary painting, custodial services, and routine maintenance. A minimum of one full week should be allowed in the schedule for this work, and planning for these activities should provide as much lead-time as possible.

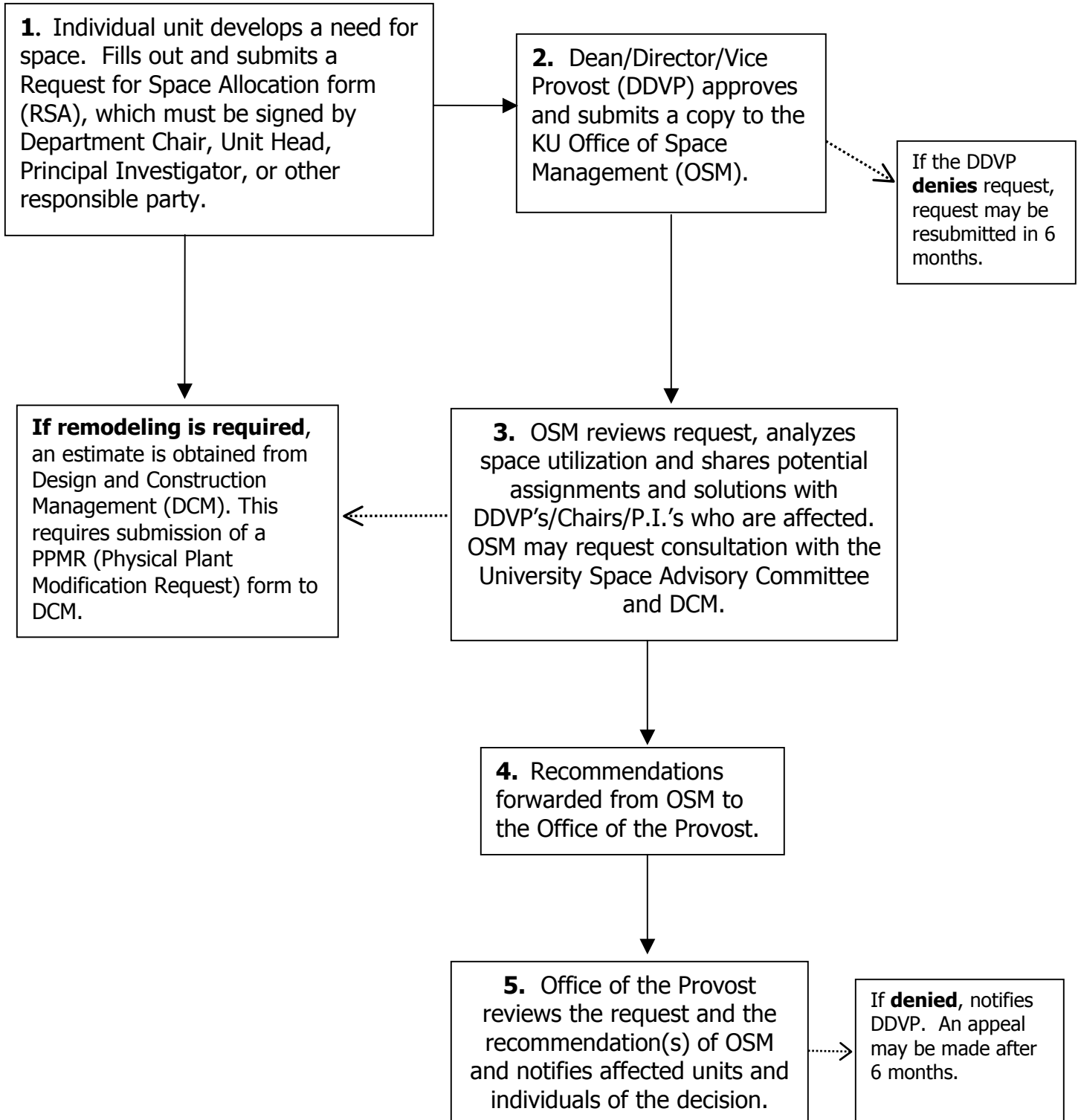
Custom remodeling, installation of equipment, installation of networking equipment, and any extraordinary preparations may be subject to service fees and will require additional time in the schedule. Remodeling projects should be coordinated with the Office of Design and Construction Management (4-3431), Networking and Telecommunication Services (4-9300), and Work Management through Facilities Operations. (4-4770).

Moving Assistance

Assistance from the Facilities Operations Moving Crew can be scheduled through Facilities Operations, which will help units to plan and coordinate move activities upon request. In advance of the scheduled move, the unit should make arrangements for funding the moving costs.

Appendix A

UNIVERSITY SPACE ALLOCATION PROCESS



Appendix B

Request for Space Assignment

Department: _____ Date: _____

Department Representative: _____ Phone: _____

Please indicate the urgency of the request by marking the appropriate box.

- Emergency (e.g.-Fire Code, Health and Safety, or ADA issues)
- Urgent (e.g.-New Faculty Arrival, funded research on hold pending allocation)
- Normal (e.g.-Unit reorganization, classroom reconfiguration, reallocation)
- Long-term Planning (needs beyond 18 months)

Total assignable square footage requested: _____

Type of space and square footage each:

_____ Office: _____ _____ Research Lab: _____
 _____ Instructional Lab: _____ _____ Other (specify): _____

Preferred building or area:

1st: _____

2nd: _____

3rd: _____

Special considerations: (i.e., wet or dry lab, electrical needs, proximity to existing space, etc.)

Source of funding if remodeling or renovation requested:

JUSTIFICATION:

Attach an explanation (including the urgency as marked above) of the need for this space.

<p>APPROVED:</p> <p>Department Chair</p>	<p>APPROVED:</p> <p>Dean/Director/VP</p>
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Note: Please forward this request to the Office of the Provost and a copy to Tom Waechter, DCM.