Policy on Campus Space Assignments

Executive Summary

The following describes current processes and authorities with respect to the reallocation of campus space.

Each dean is delegated authority to reallocate space among departments or programs within his or her school or college, although L and S deans have historically relied on the Space Assignments and Capital Improvements Committee (SACI) to review interdepartmental space issues. Proposed reallocations involving different deans, research units, administrative and support units, etc. are normally reviewed by SACI. Administrative units under the same reporting authority may initiate space reallocations within those units, but in principle these are also subject to review and approval by SACI. All space reassignments between units must be reported through the official campus inventory system for record-keeping and for a determination whether further review is needed.

SACI has been designated by the Chancellor to review space requests and make decisions on most space reassignments. If substantial amounts of space are involved, or other special circumstances apply, SACI may make a recommendation for a final decision by the Chancellor.

Assignment of space is a resource allocation process. Adverse impacts on units and any need to compensate for the loss of space are expected to be considered as part of the normal deliberative process carried out by the decision-making authority. Compensation is not required by campus policy.

If a unit under a dean or administrative head objects to a space reassignment, it may appeal to SACI and, ultimately, the Chancellor, who is the final decision-making authority for the campus.

It is expected that individual faculty members will be informed of planned changes in space specifically allocated to them or their program and will have the opportunity to comment on and influence such decisions. As a matter of procedure, faculty members have the option to appeal to a higher level (dean, SACI, and ultimately, the Chancellor) and to take a complaint to the Committee on Privilege and Tenure. The determination of space assignments is not based entirely on the application of quantitative criteria but also includes measures of value. The fundamental criterion for determining space assignments to individual faculty is expected to be the provision of adequate space to enable a faculty member to carry out his or her teaching and research responsibilities. Beyond the expectation of a private office for active, full-time tenure-track faculty, allocation of space resources to faculty is not specified on a campus-wide basis.