



Office of Scheduling and Conferences

Allocation and Utilization of Campus Space (Non-Housing) – Updated April 14, 2021

All Augustana University facilities and buildings belong to the University as a whole. The University has the authority and responsibility to allocate space to specific users for certain periods of time, to review these allocations periodically, to assess utilization, and to reallocate spaces as needed to support the University's Academic, Strategic and Master Plans. It is the policy of Augustana University that all space will be allocated and utilized based on the following goals and criteria:

- Space should be allocated equitably.
- Space allocations are made to units not individuals.
- School/Program/Division/Department allocations should be as contiguous as possible, unless interdisciplinary research, teaching or work group needs dictate otherwise.
- Existing space allocations must be utilized as fully as possible before additional allocations are made.
- Requests for space will be reviewed against the allocation guidelines and adjusted accordingly.
- Requests will be reviewed according to priorities for academic programs, research, and support services as established by the Academic, Strategic and Master Plans of the University.
- When possible, a designated use should be allocated to space that meets functional design requirements in order to minimize renovation costs.
- The scheduling of space allocated to a unit is the right and responsibility of that unit. Space allocated and scheduled by a unit should be made available for other units when not in use (i.e., conference rooms, seminar rooms, etc.)
- Space that becomes vacant within a unit can and should be reallocated with that unit; however, the reallocation plan must be directly forward to the Scheduling Office for review and to update campus building plans.
- Space specifically allocated for time-limited uses reverts to unassigned status after completion of the specified time period, and must be vacated by the user. Extensions will be considered as needed if the space remains available.

I. Purpose

The purpose of this policy is to ensure the effective, efficient and equitable allocation and utilization of University space resources.

The University wishes to:

- a. Establish a standard format and procedure for requesting space
- b. Establish space allocation and utilization standards
- c. Establish a formal system for requesting, reviewing and approving space allocation and utilization

II. Definitions

- a. Space – All University land, facilities and buildings
- b. University Space Planner – An established role in the Scheduling Office
- c. Classroom – A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

III. Procedures

a. Requesting Space

School/Program/Division/Department completes REQUEST FOR ALLOCATION OF SPACE Form. Request is reviewed by University Space Planner.

- 1) Request is reviewed and approved by the AVP of Safety and Logistics. Approval indicates conformance to departmental strategic needs and plans.
- 2) Request is forwarded to the University Space Planner, who performs the following functions and analysis:
 - a) Identifies and interviews all stakeholders*
 - b) Space utilization review
 - c) Identifies space
 - d) Cost analysis/implications

****Stakeholders in all cases shall include, but not be limited to: Department/Unit/Program representative, Dean of all departments involved, and Director of Facility Services.***

b. Requesting Space Planning Services

- 1) Purpose: The purpose of this procedure is to organize space planning and design within campus buildings to ensure that space standards are uniformly adopted, that building code and life safety codes are uniformly met, that space is equitably assigned, that space allocations are recorded accurately on university databases, and that the university expends its building planning resources on our highest priority facility needs.
- 2) Applicability: This procedure covers all planning affecting the construction or demolition of walls or doors; acquisition of additional space, surrender of unneeded assigned space, changes in the functional use of space; revisions to mechanical, electrical, plumbing, fire detection, fire suppression, or structural infrastructure; and major changes of finish materials or significant furniture purchases.

For all projects that will require physical changes to include new construction or remodeling, Facility Services has a Project Request Process that must be followed. A copy of that process is included with this document.

Exemptions include:

- i. Miscellaneous acquisition of additional or replacement office furniture is exempt from this process.
 - ii. Reassignments of office space within a School/Program/Division/Department or reassignments of lab space within a School/Program/Division/Department are also exempt but the Dean or Division Chair making such reassignments should notify the University Space Planner when such arrangements are made so that accurate university databases can be maintained.
 - iii. For student housing requests, direct all inquiries to the Dean of Students Office/Housing Coordinator.
 - iv. For housing requests related to rental properties or other non-student housing, direct all inquiries to the Director of Facility Services.
- 3) Funding: In all cases, any contemplated changes in major equipment involving electrical loads, mechanical loads, structural loads, plumbing or gas connections, fire detection or fire suppression must be reviewed and approved by the Director of Facility Services. Proposed funding to cover the implementation of the plan should be defined.

c. Classroom Assignment and Utilization

The Registrar is responsible for maintaining an up to date inventory of all general use classrooms located on the Augustana University campus and conducting utilization studies as necessary.

- 1) Schools/Programs/Divisions/Departments will have their courses assigned to classrooms by the Registrar. When these classrooms are not scheduled by the departments, they return to the general classroom inventory to be assigned by the Registrar according to the following priorities:
 - a) Credit bearing courses and programs
 - b) Continuing Education courses and programs
 - c) Other non-credit course
- 2) All requests for additional classroom space, with the exception of specialized areas, and changes in the use of existing classroom space must be submitted to the Registrar. The Registrar in consultation with the appropriate dean shall be responsible for determining the use of current space assignments for the space reallocation.
- 3) Room changes are made only through the Registrar. Faculty are not authorized to make room changes on their own initiative and without prior approval. Such changes are to be requested through a faculty member's departmental chair and dean to the Registrar.
- 4) No classroom may be converted to any other use without a justification from the Chair, consultation with the Registrar, and approval by the Dean/Division Chair and Provost.

d. Space Audits & Utilization Analyses

- 1) Space audits will be conducted on a regular basis by the Space Utilization Planner, who maintain the official Space Inventory, review utilization and on an as needed basis for specific requests and projects.
- 2) Space audits will minimally consist of an updating of the space inventory records, walkthroughs of space with department representatives, and other survey instruments as needed.
- 3) School/Program/Division/Departments may be asked to provide information on FTE's and headcounts of faculty, staff and students, teaching schedules, research/grant funding and duration, and any strategic planning documents.
- 4) Inappropriate and/or inefficient uses, such as vacancies, labs used for office space, offices or labs used for storage, study space or other non-office or lab functions, multiple offices for faculty or staff, space assigned to non-supported graduate students, or dead storage, as well as hazardous conditions, will be noted and reviewed with the unit with a goal of increasing utilization.

IV. Responsibility

- a. **Space Utilization Planner:** The primary focus of Space Utilization Planner is to consider the space needs of the community and the future priorities of the University in order to make informed decisions about space allocation. Decisions regarding space are made in alignment with the Campus Master Plan, the University's Academic and Strategic Plans.
- b. **Registrar:** The Registrar is responsible for the assignment and utilization of general classroom space.
- c. **Deans/Directors/Division Chairs/Department Chairs:** Responsible for the scheduling/ assigning of space allocated to his/her unit.

V. Scheduling

As a part of the allocation and utilization process, the University will identify those spaces on campus that are available to be reserved within our scheduling system.

The scheduling system is separate from the process used to allocate and designate the utilization of existing spaces.

Augustana University uses Dude Solutions Event Manager (EvM) for the scheduling of all events on campus. The link to schedule a space within the EvM can be found on the Conferences & Scheduling page on the Augie.edu website.

VI. Attachments

- a.** Space Allocation Guidelines
- b.** Facility Services Project Request Process
- c.** Space Request Form (to be completed online)
- d.** Dude Solutions Event Manager Guide

Attachment A: Space Allocation Guidelines

Faculty Offices

- Faculty should not have more than one office on campus
- Whenever possible, faculty offices should be single offices
- Part-time faculty and per course lecturers should be housed in shared offices with at least one other person.
- Emeritus faculty who still carry teaching loads and/or advise graduate students may keep a single office, when possible. Other emeritus faculty should share an office, when possible.

Staff Offices

- Staff should not have second offices on campus
- Staff offices may be private, shared, or open landscape, as appropriate.

School/Division/Unit Space

- School/Division/Department spaces typically include dean/chair/director's office; administrative and clerical support space; copy/file/mail/work rooms; break rooms; commons; and conference rooms. The need and size of these shall be assessed on a case-by-case basis.

Graduate Student Offices

- Graduate students who are supported through either teaching or research assistantships should be provided with desk space in shared offices.

Project Request Process

Please review the following directions for submitting a request for a renovation or remodeling project.

1. Complete the Project Request Form

- a. Identify the requestor for this project or the person completing this form, include the persons phone number.
- b. Identify the building the project is to take place in.
- c. Identify the room or area of the proposed project.

2. Describe the purpose and general needs for this project. This will be used to understand the specific department or school need and how it supports it's mission and the University. Use additional pages if needed.

3. Indicate the date the project needs to be completed.

4. If this is a project funded by a grant, gift, or other sources, please identify as completely as possible.

5. Identify the primary contact for this project. This should be the person who has the most knowledge about this project and who will be the day to day coordinator for the user.

6. Provide the necessary signatures of approval for this project. These include the dean or department head of the user and the divisional vice-president or Provost. The previously identified persons will need to review the project and approve it prior to going to the Director of Facility Services for project recommendation of approval to the Executive Vice President for Administration and Finance whom will have final funding source approval.

7. Contact Director of Facilities Services, at andrea.smith@augie.edu or 785.717.5346, with any questions.



SPACE REQUEST FORM

(to be completed online)

The following information will be required when completing the on-line Space Request Form:

- Name, Title
- School/Program/Division/Department/Unit
- Phone
- Email
- Location for Space Request – List all locations/rooms you wish to be considered
- This request is for- Additional space to support new or expanded activities or relocation from an existing space
- Which Building
- List all rooms affected by this request, identifying each as added or vacated space
- Desired date request is needed
- Describe programmatic needs (i.e. Why additional space or changes to existing space is necessary)
- Describe any anticipated space renovations in the targeted space
- If renovations, remodeling or new construction is required, have you completed the required Facility Services Project Request Process
- What funds are being used to accomplish this request? Include fund and organization if applicable