



# Idaho State University

## POLICIES AND PROCEDURES

### Space Allocation

#### ISUPP 11000

#### *POLICY INFORMATION*

**Policy Section:** *Facilities and Operations*

**Policy Title:** *Space Allocation*

**Responsible Executive (RE):** *Vice President of Operations*

**Sponsoring Organization (SO):** *Facilities Services, Planning, Design, and Construction*

**Dates: Effective Date:** *March 4, 2022*

**Revised:** *N/A*

**Review Date:** *March 2025*

## I. INTRODUCTION

This policy establishes the decision-making authority and coordination process for planning and allocating Idaho State University-Owned or University-Controlled space. Space is a limited resource and requires a consistent and strategic approach to optimize its productive use.

## II. DEFINITIONS

- A. **University-Owned or University-Controlled Space:** Land and/or buildings owned or leased directly by ISU or assigned to ISU by the Idaho State Board of Education.
- B. **Unit:** A division, college, department, administrative or functional area governed by the University.
- C. **Vacated Space:** Space that is no longer being used, or no longer being used for its currently assigned purpose.
- D. **Designated Vice President:** Vice presidents with delegated authority to allocate space. A Unit's Designated Vice President, in regard to space allocation, may differ from the Vice President the Unit reports to within the normal scope of its operations, in accordance with the University's official organizational chart. A Designated Vice President, or their designee,

will work collaboratively with Facilities Services to allocate space in accordance with this policy.

- E. **Underutilized Space:** areas that are allocated to a unit, but are not occupied for extended periods; not utilized for original purpose or current program priorities; or do not meet University target utilization goals. Underutilized Space may be reallocated or redesigned to increase utilization and promote the best stewardship of University space. Space utilization is calculated by occupancy divided by capacity over a measured time period.

### **III. POLICY STATEMENT**

ISU Facilities Services will implement and manage space allocation processes for all campus occupants by performing quantifiable analysis to ensure that allocation of existing space and new construction is planned realistically and efficiently, to promote optimum use and conservation of space, and to advance the strategic goals of the University.

University-Owned or University-Controlled space will be allocated in a manner that best advances the University mission and priorities. University space resources will be deployed in an efficient and effective manner to best serve programmatic and strategic goals. As necessary, the University may reallocate space historically managed by individual Units to better align space allocations with changing University needs and priorities.

### **IV. AUTHORITY AND RESPONSIBILITY**

- A. The President has ultimate decision-making authority regarding the allocation of University-Owned and University-Controlled space.
- B. Designated Vice Presidents with Delegated Authority:
  - 1. Instructional space allocation is the responsibility of and managed by the Academic Vice President and Provost and scheduled by the Registrar. Academic and research space allocation, such as academic department offices, faculty offices, conference rooms, and labs are the responsibility of the Provost and is managed and maintained by Deans and Department Chairs.
  - 2. Research and research-support space allocation not designated to fall under an academic Unit (IAC, GISTReC, MRCF, Animal Facility, etc.) is the responsibility of the Vice President for Research.
  - 3. Administrative and common area space allocation is the responsibility of the Vice President with oversight of Facilities Services, in accordance with the University's official organizational chart. For the purposes of this policy, administrative space is

defined as non-academic space managed by purely administrative Units, including but not limited to Finance, Athletics, Student Affairs, University Advancement, etc.

C. Facilities Services:

The Department of Facilities Services is responsible for the implementation of space allocation decisions. It is responsible for making space allocation recommendations, as well as evaluating and tracking University-Owned and University-Controlled space. It works collaboratively with Designated Vice Presidents and the Administrative Council to appropriately allocate space. Facilities Services shall provide counsel on the efficient use of space, the appropriateness of a space for proposed usage, as well as construction requirements, best practices, and costs for the refitting of campus space.

D. The Administrative Council is responsible for hearing and making recommendations to the President, regarding competing interests on the use of space.

## V. PROCEDURES

A. The process and regulation of space allocation strives to be transparent, open, consistent, and will utilize practices that are easily identifiable in accordance with Facilities Services procedures at [isu.edu/facilities](http://isu.edu/facilities). Space allocation decisions will be made in support of university priorities.

B. All facilities will be reviewed periodically to ensure the best possible use of space.

1. Reviews may be initiated by Units or by Facilities Services.

2. When an area is deemed as Underutilized Space, Facilities Services will work with University and department stakeholders to develop a plan to improve utilization either for the department or for University priorities. Units occupying Underutilized Space or space that is not officially allocated for their use, may be asked to vacate the space(s) within thirty (30) days.

3. Facilities Services has a space management data base, which tracks allocation and use of space across all University-Owned and University-Controlled space. Facilities Services can provide data base information upon request.

C. Units are responsible for ensuring the proper and safe use of space that has been allocated for their use.

1. Maintenance Requests

It is the responsibility of the Unit to report, in a timely manner, maintenance and repair issues, and other facility needs.

## 2. Efficient Use of Allocated Space

Units are expected to use allocated space in an efficient and appropriate manner. Units should regularly assess usage of their allocated space to maintain an organized and professional environment. Unused or low-use spaces must be reported to Facilities Services. Outdated and/or unused equipment and furnishings must be regularly surplused according to established University procedures. Materials and documents should be regularly purged in accordance with state records management requirements. Hazardous materials, including chemicals, no longer in use, must be properly disposed of in collaboration with the Office of Environmental Health and Safety.

## 3. Vacating Space

When vacating space, it is the responsibility of the vacating Unit to leave the space in a clean and orderly condition. The space must be empty of all non-fixed items. Unless otherwise arranged, fixed items must remain in the space. The vacating Unit is responsible for contacting Facilities Services to surplus items, schedule moving services, and arrange for the repair of damage beyond ordinary wear and tear. Under no circumstances may chemicals and other hazardous materials remain in the space. When applicable, the Office of Environmental Health and Safety must be contacted for the proper disposal of all chemicals and hazardous materials.

## 4. Notifying Facilities Services regarding changes in space utilization is essential to ensure that the official space database remains current. All changes must be reported within twenty (20) business days.

D. Leases are a last resort and are subject to University and State policies and must be reviewed by Facilities Services, General Counsel, and the Office of the President.

## E. Academic Space

### 1. Allocation of classrooms and donor-restricted facilities may be considered separately, but are not exempt from the space review process.

### 2. Faculty Work Space

a. Allocation of space resources to faculty is not specified on a campus-wide basis, however the University will strive for a private work space for active, full-time faculty in association with their respective department. Shared work space accommodations may be made available for use by primarily remote workers or those who teach at multiple locations.

b. Emeriti faculty may be allocated office space subject to request by the recommending department and Dean with final approval from the Provost.

Emeriti activity that requires laboratory, studio, or other research space is subject to request by the recommending department and Dean, with joint approval of the Provost and the Vice President with oversight of Facilities Services. In the event the space is needed for other projects in pursuit of the University's priorities, Emeriti may be required to give up space for reallocation within thirty (30) days.

F. Common space (e.g., conference rooms, open areas, lounge areas, and outdoor space), will be available to all campus users where appropriate, according to established scheduling procedures. Allocation of common space shall be under the purview of the Vice President with oversight of Facilities Services, in consultation with Facilities Services, and other Designated Vice Presidents as deemed necessary.

G. Requests for Allocation of Space

1. All requests for adjustments to space or allocation of space will be made in writing to Facilities Services using the current request form located on the Facilities Services website.
  - a. Requests must include a justification of the need for additional space and the steps taken to fully utilize currently allocated space.
  - b. Requests must be approved by the appropriate Department Chair/Director and Dean (if applicable) prior to submission to the Designated Vice President, as outlined in IV.B of this policy. Designated Vice Presidents, or their designee, will submit the request to Facilities Services and work collaboratively to determine how the space can be appropriately allocated and prepared for use.
  - c. Facilities Services may submit the request form to the Administrative Council for further review.
  - d. Facilities Services may request meetings with the requesting office or department to further define the need, consultation with Facilities Services design staff to determine suitability of available space, and evaluation of current utilization of the requesting department's space.

2. Early Notification for Increased Space Needs

Requests for additional space should be provided to Facilities Services at the earliest date possible in order to provide ample time to identify and outfit space. All work space required for the specific situation should be considered, such as: office, research, studio or other space requirements. Examples of early requests include, but are not limited to, requesting space when: a new position has been approved prior to the hiring process; or a grant proposal specifying facilities updates is submitted.

### 3. Alternatives to Allocation of New Space

As an alternative to the allocation of new spaces, Facilities Services may suggest the following, including, but not limited to: (1) the sharing of facilities, (2) the reallocation of space, or (3) storage solutions that often include recommendations to coordinate with surplus or records management, or to dispose of unused or outdated materials. Campus service providers are available to assist departments in utilizing space more efficiently.

#### H. Reallocation of Space

1. Vacated Space reverts to the University, including space vacated by a physical move, renovation, new construction, reduction in program size, reduction in workforce, program elimination, or reduction in grant-funded research.
2. Decisions on the reallocation of occupied space at all administrative levels will be based on campus and program priorities, strategic plans, the campus master plan, and overall need.
  - a. Underutilized Space or space that is required to address an important campus priority or strategic need may be reallocated.
  - b. In instances of complex reallocations of space, Facilities Services will create a plan, which shall be reviewed by Leadership Council and approved by Administrative Council and the President.
  - c. Displaced Campus Units: if a campus Unit is displaced through a move, expansion, or other approved project, they will be relocated to an appropriately sized space that can accommodate the Unit's current program activity.
  - d. Campus Units must verify with Facilities Services that adjustments to space have been approved. Failure to follow the approval process may result in scheduling complications for other campus Units. For example, if a Unit changes classroom furniture or technology without approval, it may impact other Units also utilizing the space.
3. All space reassignment requests between Units must be reported by submitting a request to Facilities Services. All changes must be reported within twenty (20) business days, if not prior to assignment.
4. Space reallocation involving transfer from one Designated Vice President's purview to another Designated Vice President's purview, require the written approval of both Designated Vice Presidents using established Facilities Services forms and procedures. (For example: Academic Affairs space reallocated as Student Affairs space.)

## 5. Objections to Space Reallocation

If a Unit objects to a space reallocation, resolution to the objection should be sought at the next highest administrative level and should progress along the established administrative structure. Ultimately, unresolved issues regarding space allocation decisions will be addressed to the Administrative Council, which will make a recommendation to the President, who is the final decision-making authority for space allocation at Idaho State University.