

SPACE PLANNING POLICY

Consistent with a goal to make the most effective “long term” use of space, the following policies will apply:

1. All departmental requests for physical changes, improvements or need for additional space will be forwarded to the appropriate senior officer (Dean or VP) in writing for approval.
2. The senior officer will forward the approved request to the University Space Committee, representing the Provost’s office, Campus Services office and an UFA-appointed faculty member, c/o the AVP for Campus Planning, for review.
3. Priority will be as follows:
 - a. Utilization of adjacent available space
 - b. Reassignment of space
 - c. Acquisition of space
 - d. Construction of new space
4. In the event space recommendations impact on space occupied by another senior officer's staff, the University Space Committee will review alternatives with the affected parties in order to assess all concerns and needs.
5. The University Space Committee will evaluate the regulatory compliance issues and prepare a cost estimate for the recommended physical space change, including possible funding sources.
6. The University Space Committee will consider the request in light of the larger University portfolio and Master Plan, and make a recommendation to the Provost/CFO/President who will make the final determination.