

## Policy on Allocation and Utilization of Space

<b>Policy Title</b>	Policy on Allocation and Utilization of Space
<b>Policy #</b>	02.115.2
<b>Policy Owner</b>	Manager, Space Allocation and Analysis
<b>Contact Information</b>	Questions regarding this policy should be directed to the Manager, Space Allocation and Analysis at (401) 874-4282
<b>Approved By</b>	Administrative Policy Committee
<b>Effective Date</b>	August 2, 2022
<b>Next Review Date</b>	No later than June September 30, 2027
<b>Entities Affected by Policy</b>	All faculty and staff of the University
<b>Definitions</b>	None
<b>Statutes, Regulations, and Policies Governing or Necessitating This Policy</b>	University Manual 5.41.10 (The Space Allocation Committee [SAC])
<b>Reason for Policy/Purpose</b>	This policy considers the future priorities of the University and the space needs of the University community in order to make informed decisions regarding the allocation of space to meet program needs and to ensure the valuable and limited resource of space is efficiently utilized to achieve the strategic goals of the institution.
<b>Forms Related to this Policy</b>	<i>Request for Allocation of Space</i>

### Policy Statement

All University of Rhode Island land, facilities, and buildings belong to the University as a whole. The University of Rhode Island (also, “University”) has the authority and responsibility to allocate space to specific departments for definite periods of time, to review these allocations periodically, to assess utilization, and to reallocate space as needed.

#### Space Allocation Goals & Criteria

The following criteria and goals will be used to guide the allocation process:

- Space should be allocated equitably.
- Space allocations are made to departments, not individuals.

- Departmental and unit allocations should be as contiguous as possible, unless interdisciplinary research, teaching, or workgroup needs dictate otherwise.
- Existing space allocations must be utilized as fully as possible, as assessed by the Manager of Space Allocation and Analysis and the Space Allocation Committee (SAC) 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 President and Provost and by the Academic, Research, and Physical Master Plans of the University.
- When possible, a designated use should be allocated to space(s) that meets functional design requirements to minimize renovation costs, e.g., a user requiring wet lab space should not be allocated dry space in a non-lab building when wet lab space is available elsewhere.
- The scheduling of space allocated to a department is the right and responsibility of that department. Space allocated and scheduled by a department should be made available for other departments when not in use (i.e., conference rooms, seminar rooms, etc.). Space scheduling practices will be reviewed periodically by the Manager of Space Allocation and Analysis and SAC.
- Deans, Assistant or Associate Vice Presidents, and Directors have the right of first refusal to request the reallocation of Space that becomes vacant within their unit; however, a [Request for Allocation of Space](#) form must be submitted to the Office of Space Allocation & Analysis (OSAA), which will facilitate the SAC review, processing, and potential approval by the Vice President of Administration and Finance before implementation.

### **Departmental/Unit Planning Responsibilities**

Departments and units are responsible for engaging in strategic planning regularly and ensuring that their strategic plans have been approved by their Deans and the Provost or Vice President for conformance with the College's and/or University's strategic plan.

Deans (in consultation with their college's designated space committee), Assistant or Associate Vice Presidents, and Directors are authorized to adjust departmental allocations under their control, including but not limited to reassigning office or research space occupants and transferring spaces between departments within their unit. Any such changes must be communicated to the Office of Space Allocation & Analysis (OSAA) prior to implementation.

The University is committed to providing facilities for activities that advance the mission and goals of the University, but the University cannot guarantee that space, or funds to renovate space, will be available within the time frame requested. Applications for grants and other funding initiatives that require additional space and/or any required renovations must be submitted to the Office of Space Allocation & Analysis (OSAA) before the grant application submission to enable space planning prior to the award.

### **Space Audits, Utilization Analyses, and Guidelines**

- Space audits will be conducted regularly by OSAA, which maintains the official space inventory for the University; by the Manager of Space Allocation and Analysis to review utilization; and on an as-needed basis for specific requests and projects.
- Space audits will minimally consist of an update to space inventory records via walkthroughs of space with department representatives and the use of other survey instruments as needed.
- Departments and colleges may be asked to provide information on FTE's and headcounts of faculty, staff, and students, teaching schedules, research/grant funding and grant duration, and any strategic planning documents as requested by OSAA.
- Inappropriate and/or inefficient uses will be noted and reviewed with the unit to increase utilization. Examples of such uses include, but are not limited to, vacancies; labs used for office space; offices or labs used for storage, study space, or other non-office or lab functions; multiple offices assigned to faculty or staff; space assigned to non-supported graduate students; dead storage; or the existence of hazardous conditions.

### **Instructional Space Allocation Guidelines**

- Classrooms and other instructional facilities shall not be depleted as a result of space reallocations without the approval of the Provost's Office.
- Except for specialized instructional spaces, all other instructional spaces shall be available for General Assignment, i.e., allocated to and scheduled by Enrollment Services.

### **Research Space Allocation Guidelines**

- Research productivity as measured by activities, including but not limited to the number of students trained, presentations, publications, grants submitted, and grants awarded, will be reviewed by OSAA and the Office of the Vice President for Research and Economic Development as part of periodic space utilization analyses.
- Space allocated for time-limited uses (i.e., use tied to grants) will be determined prior to occupancy by SAC. Such space will revert to SAC for reallocation at the end date of the specified time period and must be vacated by the user at that time. Requests for the extension of time-limited uses (i.e., use tied to grants) may be considered by SAC in select cases.

### **Departmental/Unit Space Allocation Guidelines**

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

### **General Office Space Allocation Guidelines**

- Individuals shall not have second offices on the same campus, though in certain cases, hoteling arrangements may be made.
- The University will not assign office space on any alternative campus to an individual who is appointed to a department that resides on a different campus.

### **Rank Specific Office Space Allocation Guidelines**

#### Senior Administration Offices

- President: 400 - 450 NASF (Net Assignable Square Footage)
- Provost: 350 - 400 NASF
- Vice Provosts/Presidents: 180 - 225 NASF
- Deans/Associate/Assistant Vice Provosts/Presidents: 175 - 200 NASF
- Chairs/Unit Heads/Directors: 150 - 180 NASF

#### Faculty Offices

- Whenever possible, faculty offices should be single offices with windows.
- 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, have ongoing funded research, and/or advise graduate students may keep a single office, when possible. Other emeritus faculty should share an office or hoteling space when possible.
- Faculty offices should be in the range of 120 - 140 NASF. In some cases, room sizes may fall outside of this range due to current building configurations. Faculty in disciplines that do not require additional

research laboratory space may be provided with offices larger than the range to fulfill their research requirements when possible.

#### Staff Offices

- Staff offices may be private, shared, or open landscape, as determined by the supervisor to be appropriate in fulfilling job requirements.
- Offices for administrative staff requiring private offices should be in the range of 100-130 NASF depending on the need to allow for office visits.
- Clerical and secretarial staff spaces should be in shared space with a range of 60 - 120 NASF per individual.

#### Graduate Student Offices

- Graduate students who are supported through either teaching or research assistantships shall be provided with desk space, preferably in shared offices.
- Graduate students should be assigned between 45 - 60 NASF per individual.

#### **Narragansett Bay Campus and Providence Campus**

The Narragansett Bay Campus and the Providence Campus (Shepard Building) have space allocation committees specific to those campuses, however, all units of the University, including those at the Narragansett Bay Campus and Providence Campus are subject to the guidelines above.

### Exceptions

Exceptions to these guidelines may be granted by SAC in consultation with the Manager of Space Allocation and Analysis.

### Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

Policy #	Effective Date	Reason for Change	Changes to Policy
02.115.1	April 5, 2021	n/a	n/a
02.115.2	August 2, 2022	Scheduled Review	Allows Deans, AVPs, Directors to adjust space allocations under their control