• **Space is considered as much a University resource as faculty and staff or budget dollars.** The physical facilities of the University are an enormous asset crucial to the operations of the campus. Indeed, the number, type, and condition of University spaces helps shape all aspects of campus programs and activities.

• **Space is a University property to be allocated in a manner which best advances University priorities.** No one unit, department, or division "owns" space. University space resources should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals. Physical Facilities has the responsibility to assure spaces are assigned as efficiently as possible and operate properly.

• **University space can and will be reassigned.** The University values flexibility and recognizes changing curricula, programs, and technologies. Accordingly, space assignments will change to achieve optimal utilization and respond to current and emerging needs.

• **University space needs will be evaluated in the context of traditional quantitative and functional considerations.** Space standards employed by the State University Construction Fund, the Research Foundation, and other national standards will be used to provide contextual information to gauge relative space needs.

• **Responsibility for assignment and reassignment of space will generally follow divisional and departmental organizational hierarchies.** While any and all space assignments are subject to change based on the authority of the President, the ability to assign and reassign space is generally delegated to each of the Deans and Vice Presidents for their respective departments and programs within its assigned area. This authority, which is contingent on compliance with applicable space guidelines and standards, is expected to provide flexibility to Deans and Vice Presidents to address the space needs of their respective units while maintaining that all space is ultimately under the President’s authority.

• **University owned and leased spaces shall be allocated and assigned under the following general parameters, exceptions to which require approval by the Facilities Strategic Planning Council.**
  - Classrooms and student services shall be given priority for the most central and easily accessed locations, such as the first floor of the Podium and the Campus Center.
  - First floor and most/easily accessible areas should be prioritized for student services and/or serve as academic departmental offices and not be used for administrative and support functions.
  - Off-podium locations are best assigned to administrative back-office functions and not academic programs or student-related services.
  - Faculty and research spaces shall be located on upper, less trafficked floors.
  - Residence halls shall remain primarily dedicated to student housing and/or student activity functions.
Facility and administrators shall have only one office and the University, regardless of joint appointments, multi-campus activities, and/or span of control. Exceptions include those instances where a faculty or staff member directs a lab, Center, or activity in a location outside of the Uptown, Downtown, or Health Sciences Campus.

The University will endeavor to maintain adjacencies between departmental faculty, scholarly programs, and related administrative units where building architecture, scheduling and financing allow.

Where leased space is necessary, such space shall be devoted to stand-alone research, administrative, and academic functions with a relatively lower level of daily university/campus interaction.

Space shall be generally allocated and reassigned in accordance with established space type guidelines (e.g., offices = 120 SF, etc.) where building architecture and construction conditions allow.

- Construction and renovation of space shall advance overall collaboration, trans-disciplinary interaction, and transparent environments.
  - Space amenities, such as conference rooms, lounges, team rooms, etc., should be shared as institution-wide resources, prioritizing the greater needs of the University for efficiency over that of individual units.
  - Generally teaching, research and student support spaces shall be designed so that activities within can be ‘on display’ to visitors and the university community.

- Construction and renovation should create flexible and efficient environments and address the strategic needs of the University. Examples include:
  - Research labs shall be as open as possible with shared equipment and research cores.
  - Teaching and research labs should be designed by discipline and customized if necessary through portable equipment.
  - Instructional spaces and classrooms will meet University design guidelines which allow for a variety of teaching methods.
  - Departmental and unit office and support space design will maximize open spaces in order to allow for long-term growth and changes in staffing.
  - Renovation projects may necessitate the temporary relocation of faculty and staff into open landscaped office surge spaces with some limited adjacent private meeting spaces.
  - Principles of energy efficiency and resource sustainability should be adopted and integrated into design and construction plans.