

Space Assignment, Management and Planning Policy

Original Implementation: January 26, 2016

Last Revision: None

Policy Statement. To establish policy for the assignment, reassignment, management, planning, and modification of Stephen F. Austin State University (SFA) space to promote the most efficient stewardship of this limited resource.

Definitions. The following terms whenever used or referred to in this policy shall have the following meanings:

1. Space. "Space" means all interior buildings and facilities and exterior areas owned or leased by the university.
2. Educational and General space. "Educational and General (E&G) space" means an area which is used for academic instruction, research, and support of the institution's mission. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the institution's mission.
3. Auxiliary Space. "Auxiliary Spaces" means enterprise buildings and facilities, that are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, retail spaces, campus recreation, and student center spaces.
4. Space Management. "Space Management" means oversight of all university space and the assignment and reassignment of such to remain in compliance according to this policy and State and federal codes, regulations, and laws.
5. Space Planning. "Space Planning" means the creation of ideas, solutions, and recommendations for space related needs.
6. Space Assignment. "Space Assignment" means allocating/designating space to a particular individual or unit.
7. Space Reassignment. "Space Reassignment" means reallocating/re-designating space from one individual or unit to another.

Responsibilities.

1. Space Management

a. SFA, and not any group, individual, or unit within it, owns and/or controls all interior and exterior spaces on campus as well as additional properties off-campus including leased properties.

b. All space decisions are based upon The Higher Education Coordinating Board (THECB) space utilization requirements and aligned with academic, research, clinical, administrative, or

community engagement needs which are consistent with the strategic initiatives of the university.

c. The assignment, reassignment, alteration, and/or reclassification of space are made to meet the overall needs and best interests of the university.

d. Oversight and management of space will remain in compliance according to this policy and state and federal codes, regulations, and laws.

2. Space Assignment, Reassignment, Construction and/or Renovation

a. Assignment and utilization of university space shall be the decision of the president or his/her delegate, who is authorized to assign or reassign space to any unit on campus. The president may delegate such decision-making authority.

b. Space modification or design requests are required for all changes to university space including, but not limited to reassignment, reclassification, and changes to capacity, use, or function, and alteration or renovation not considered routine maintenance. Routine maintenance is expenditures made for the regular upkeep of physical properties (i.e. land, buildings, and equipment) including recurring, preventive and on-going maintenance necessary to delay or prevent the failure of critical and non-critical building systems.

c. Space modification or design requests are reviewed by the space modification committee and recommendations are submitted to the provost and vice president for academic affairs and to the vice president for finance and administration for final approval regarding E&G space and to the vice president for university affairs and to the vice president for finance and administration for final approval regarding auxiliary space.

4. Vacated Space

a. Space vacated within an academic or administrative unit, due to normal employee turnover, may remain internally assigned within that unit at discretion of the president or his/her designee.

b. Space vacated by an academic or administrative unit that occurs due to a permanent reduction in workforce, downsizing or elimination of a unit, reorganization, or relocation reverts to the university administration for re-assignment.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: President

Forms: Request for space modification or design is located on the SFA business forms webpage.

Board Committee Assignment: Building and Grounds