

## POLICY SUMMARY FORM

**Policy Name:** Space Assignment, Management, and Planning

**Policy Number:** 16.3

**Is this policy new, being reviewed/revised, or deleted?** Review/Revise

**Date of last revision, if applicable:** 1/29/2019

**Unit(s) Responsible for Policy Implementation:** Vice President for Finance and Administration

**Purpose of Policy (what does it do):** This policy establishes the process for assignment, reassignment, management, planning, and modification of Stephen F. Austin State University space to promote the most efficient stewardship of this limited resource.

**Reason for the addition, revision, or deletion (check all that apply):**

- Scheduled Review       Change in law       Response to audit finding  
 Internal Review       Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** Minor changes.

**Specific rationale for deletion of policy:** N/A

*Additional Comments:*

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration  
John Branch, Interim Physical Plant Director  
Damon Derrick, General Counsel

# Space Assignment, Management, and Planning

**Original Implementation:** January 29, 2019

**Last Revision:** ~~None~~ April 12, 2022

## Purpose

This policy establishes the process for assignment, reassignment, management, planning, and modification of Stephen F. Austin State University space to promote the most efficient stewardship of this limited resource.

## Definitions

**Space** means all interior buildings and facilities and exterior areas owned or leased by the university.

**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 space that is permanently unassigned, or space used for operations independent of the institution's mission.

**Auxiliary enterprise space** are 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.

**Space management** refers to 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.

**Space planning** means the creation of ideas, solutions, and recommendations for space-related needs.

**Space assignment** means allocating/designating space ~~to~~*for use by* a particular individual or unit.

**Space reassignment** means reallocating/re-designating space ~~from~~*for use by* one individual or unit to another.

**Routine maintenance** includes expenditures made for the normal 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 and excludes work that requires emergency attention, alters the structure, or supports an event.

## General

Stephen F. Austin State University (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. 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. The assignment, reassignment, alteration, and/or reclassification of space are made to meet the overall needs and best interests of the university. Oversight and management of space will remain in compliance with this policy and state and federal codes, regulations, and laws.

## Space Assignment, Reassignment, Construction and/or Renovation

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.

~~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. Space modification or design requests are~~ Changes to the use of space are reviewed by the space ~~modification~~ assessment committee and/or the university master plan committee and recommendations are made to the cabinet for final review. 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.

## Vacated Space

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