

February 4, 2009

## Memorandum

To: Vice Chancellors, Deans, Directors, and Department Heads

From: Larry A. Nielsen  
Provost and Executive Vice Chancellor  
Chair, University Space Committee

Subject: Space Request Process / Local Space Committees

The University Space Committee makes all allocations of university space except space in Holladay Hall. The Space Principles adopted by the committee are the basis for space allocation decisions. All requests for new space, reallocation of space, or change in use of space will be made by the completion of a Space Request Form and submission to the committee. However, the Local Space Committees are required to assure that all avenues to solve a space request within the college/division have been explored before forwarding a space recommendation to their respective Dean or Vice Chancellor for submission to the University Space Committee.

Deans and Vice Chancellors are asked at this time to:

1. Update their Local Space Committee membership lists, including committee chair, and including their Classroom Environment Committee representative as one of their Local Space Committee members.
2. Submit the names via email to [Lisa.Johnson@ncsu.edu](mailto:Lisa.Johnson@ncsu.edu) by March 13, 2009.
3. Provide space backfill plans to the USC for approval for any spaces vacated by moves to new or renovated buildings prior to occupying the backfill space.

Meeting agendas, meeting minutes, the space request form, and the space principles are available for review at the following web site:

[http://www.provost.ncsu.edu/governance/admin-advisory-committees/univ-space/documents/Space%20Request%20Formrev\\_1.23.13.pdf](http://www.provost.ncsu.edu/governance/admin-advisory-committees/univ-space/documents/Space%20Request%20Formrev_1.23.13.pdf)

cc Space Committee  
Charles Leffler, Terri Lomax, Alice Scales (ex-officio)  
Staff Support

Enclosures: Space Principles  
Space Request Form