

**Space Principles
University Space Committee
NC State University**

1. **Responsibility:** The University Space Committee (USC) has delegated authority to allocate space for all university uses within state-owned buildings and on state-owned land allocated to the university, regardless of location. The USC assigns and reassigns space to meet the institution's overall priorities and needs based on the highest and best use for the University.

The USC makes all space allocations for the following types of space occupancy:

- University tenants in appropriated space
- University tenants in rent-supported space (University-controlled rental space)
- University tenants in receipt-supported (auxiliary) space
- University tenants in privately leased space
- Non-University tenants in appropriated space
- Non-University tenants in receipt-supported (auxiliary) space

The Chancellor makes all space assignments in Holladay Hall.

2. **Staff Support:** The USC Staff Support Committee has delegated authority to make minor space decisions and set the Consent Agenda.
3. **Transparency:** Activities of the USC will be transparent. Meeting agendas, meeting minutes and the status of all requests will be available for review.
4. **Local Space Committees:** Each College and Division will establish a Local Space Committee to consider and prioritize local needs within their allocation of university-controlled space. This committee may also make space requests to the USC.
5. **Making a Space Request:** All requests for new space, reallocation of space, or change in use of space will be made by completion of a Space Request form and submission to the USC. Persons making requests may attend a USC meeting.
6. **Strategic Plan:** Each unit's Strategic Plan should identify space needs that enhance campus stewardship by ensuring the highest and best use of land, resources, and facilities.
7. **Capital Improvements:** All capital improvement proposals that create new space or change use of existing space will require involvement of the USC during visioning and programming for consideration by the Executive Officers.
8. **Backfill Plans:** Units that receive new or different space shall vacate existing space. Units may submit a backfill plan as part of the Space Request process. The USC will reassign the vacated space for the highest and best use for the University.
9. **Sponsored Programs:** All proposals for external funding must resolve space needs prior to the implementation of an award. Decisions about space for sponsored programs will consider three factors: identifying the best space that helps the University meet its obligations to perform under the research contract; the availability of budget sufficient to pay for the space; and the procurement strategy that provides the greatest financial return.

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- 10. Assessing Space Requests:** The process for reviewing space requests at the local and university levels will be guided by:
- 10.1. Space should support the overall educational mission of the University and unit.
 - 10.2. UNC System Office space standards will be used as the benchmark for assessing type and quantity of all space allocated.
- 11. Preferred Space Priorities:** The following priorities will guide space decisions:
- 11.1. University Strategic Plan initiatives shall have a higher priority than other programs.
 - 11.2. Availability of safe and accessible teaching space to meet course offerings and curricular needs will be of highest priority.
 - 11.3. All "110" classrooms are assigned to, and under the scheduling control of, Registration and Records; furthermore, priority for "110" room use will be determined by Registration and Records.
 - 11.4. Co-location of programmatically related activities should have a higher priority than co-location of non-programmatically related activities.
 - 11.5. Preference shall be given to requests that demonstrate interdisciplinarity and commitment to sharing of resources, equipment, and / or physical infrastructure.
 - 11.6. A higher priority will be given to units and programs that demonstrate higher research and scholarship productivity.
 - 11.7. Each full-time faculty member should have no more than one private office.
 - 11.8. Privacy is more important than size of office space.
 - 11.9. A department head should have proximity to supervised staff.
 - 11.10. Extension and field faculty and staff that are on campus part-time shall share office facilities and utilize strategies such as workspace 'hoteling'.
 - 11.11. Emeriti faculty may be provided shared office space based on availability, in accordance with POL 05.20.02 section 2.3.
 - 11.12. Graduate students with funded assistantships shall be provided shared office facilities based on availability and, where appropriate, utilize strategies such as workspace 'hoteling'.
 - 11.13. Long-term storage (items not requiring regular access) shall be stored at the Central Receiving Warehouse or at an off-campus location. Files and / or records shall be digitized for those types of information not prohibited by regulation or law.
- 12. Leasing / Use Agreements in Appropriated Space:** The use of appropriated space by a non-university entity must be approved by the University Space Committee. The following criteria will be used to guide space decisions:
- 12.1. There is a specific programmatic requirement and unique partnership that make location of this non-university entity in an appropriated space critical to an academic, research or service component of the university's mission.
 - 12.2. The amount and use of appropriated space leased is minimized.
 - 12.3. The location of this non-university entity in an appropriated space is intended to be an interim solution and not a long-term solution; careful consideration will be given to the duration of the agreement.
 - 12.4. At least fair market value will be achieved as part of the agreement.

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