

Space Principles
University Space Committee
NC State University

1. **Responsibility:** The University Space Committee makes all allocations of university space including Centennial Campus and off-campus rental space. The Chancellor makes all space allocations in Holladay Hall.
2. **Transparency:** Activities of the University Space Committee will be transparent. Meeting agendas, meeting minutes and the status of all requests will be available for review.
3. **Local Space Committees:** Each College and Division will establish a Local Space Committee to consider and prioritize local needs and discuss space requests to be made to the University Space Committee.
4. **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 University Space Committee. Persons making requests may appear before the University Space Committee.
5. **Strategic Plans:** Each unit's Strategic Plan should identify future space needs.
6. **Capital Improvements:** All capital improvement proposals which create new space or change use of existing space will be reviewed by the University Space Committee prior to consideration by the Executive Officers.
7. **Sponsored Programs:** All proposals for external funding must resolve space needs prior to the implementation of an award.
8. **Assessing Space Requests:** The process for reviewing space requests at the local and university levels will be guided by:
 - 8.1.Space should support the overall educational mission of the university and unit.
 - 8.2.UNC-GA space standards will be used as the benchmark for assessing type and quantity of all space allocated.
9. **Preferred Space Priorities:** The following priorities will guide space decisions:
 - 9.1.University Strategic Plan initiatives shall have a higher priority than other programs.
 - 9.2.Availability of safe and accessible teaching space to meet course offerings and curricular needs will be highest priority.
 - 9.3.All "110" classrooms are assigned to and under the scheduling control of Registration and Records; priority for room use will be determined by Registration and Records.
 - 9.4.Co-location of programmatically related activities should have a higher priority than co-location of non-programmatically related activities.

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- 9.5. A lower priority will be given to units and programs that are unfunded vs. those that are funded.
- 9.6. Each full-time faculty member should have no more than one private office.
- 9.7. Privacy is more important than size of office space.
- 9.8. A department head should have proximity to supervised staff.
- 9.9. Extension and Field faculty and staff that are on campus part-time shall share office facilities and utilize strategies such as workspace 'hoteling.'
- 9.10. Emeriti faculty will be provided shared office space on the basis of availability in accordance with POL 05.20.02 section 2.3.
- 9.11. Graduate students with research, teaching, or grant assistantships shall be provided shared office facilities on the basis of availability and, where appropriate, utilize strategies such as workspace 'hoteling.'
- 9.12. Long term storage (items not requiring regular access) shall be stored at the Central Receiving Warehouse or at an off-campus location.
- 9.13. Preference shall be given to requests that demonstrate sharing of resources and/or equipment.
- 9.14. Programs that have funding which may be used for entering into a lease agreement may be given lower priority for allocation of appropriated space.

- 10. Leasing of Appropriated Space:** The leasing 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:
- 10.1. There is a specific programmatic requirement and unique partnership that makes location of this non-university entity in an appropriated space critical to an academic, research or service component of the university's mission.
 - 10.2. The amount and use of appropriated space leased is minimized.
 - 10.3. 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 lease agreement.
 - 10.4. At least fair market value will be achieved as part of the lease agreement.