

# FAYETTEVILLE STATE UNIVERSITY

## SPACE ALLOCATION

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	General University Policies
Applies to:	●Administrators      ●Faculty      ●Staff
History:	Approved - August 15, 2008 First Issued - August 20, 2008
Related Policies:	N/A
Contact for Info:	Vice Chancellor for Business and Finance (910) 672-1151

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### I. INTRODUCTION

Fayetteville State University's (FSU) land, facilities and buildings belong to the institution as a whole. Thus, the university has the authority and responsibility to allocate space to specific users, to review these allocations periodically, to assess utilization, and to reallocate space as needed to support the university's academic, strategic and master plans.

### II. SPACE REVIEW AND ALLOCATION COMMITTEE (SRAC)

The Space Review and Allocation Committee shall accept, review and approves all allocations of university space. Departments requiring off-campus space off campus must request from SRAC approval to lease such space. The leasing of space must be approved by the Chancellor and may need approval of the university's Board of Trustees, the UNC Board of Governors, the State Property Office and/or the Council of State. Deans, directors, and department heads are encouraged to identify leasing needs as early as possible for the approval process involved with leasing is lengthy.

#### A. SRAC Members

The Space Review and Allocation Committee is appointed by the Chancellor and consists of the Chief of Staff and Vice Chancellor, Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Business and Finance, Vice Chancellor for University Relations and Development, Vice Chancellor for Student Affairs, Vice Chancellor for Information Technology and Telecommunications, General Counsel, the Director of Athletics and the Associate Vice Chancellor for Facilities Management

**B. SRAC Responsibilities**

SRAC shall have the following specific responsibilities:

1. To review existing space allocation and usage and make decisions for space assignments, re-assignments and optimization of use;
2. To periodically review the university's space database, utilization statistics, and other productivity measures and reports and provide appropriate recommendations on the utilization and allocation of space and to recommend related policies to the Chancellor; and
3. To perform other responsibilities involving space allocation/reallocation as assigned by the Chancellor.

**III. PROCEDURE FOR REQUESTING SPACE**

The process involved in the allocation of space can be lengthy; thus, request for the allocation of space should be made with as much lead time as possible. Inadequate lead times may result in an inability to meet requested timelines.

Space requests should be made to the senior most administrative officer of the respective unit (e.g., vice chancellor, general counsel or athletics director). A request for space should include the following;

**A. Description**

Departments/Units/Programs should submit a succinct description of the space request to the appropriate senior administrator. The description should indicate what (e.g., faculty office, classroom) is being requested and why. The description should indicate whether the request is being driven by a new program, a research grant, inadequate space to provide current program, and/or other reasons.

**B. Location**

Indicate any location(s) the SRAC should consider in honoring the space request.

**C. Options Explored**

Provide assurance that all avenues to solve this space requirement within existing space have been explored. For example, has the department/college considered maximizing under utilized space to solve this need? Has the department and college re-evaluated the space assigned to lower priority initiatives? What possibilities for shared space have been explored?

**D. Timing**

Describe any programmatic issues affecting the timing of the move such as the need to move during a class break, at the end of a semester, during summer months, coincident with another activity, etc.

**E. Parking/Transportation**

Describe any special parking and transportation access needs. It is assumed that standard university parking will be needed for faculty, staff, and students.

**F. Funding**

Provide funding details for any request that requires the expenditure of funds. Rental space requests should include the lease duration, square footage, annual cost, and financial account information.

**G. Other**

Any other information that will support or better define this space request.

**IV. SRAC REVIEW**

SRAC shall review the request and communicate, in writing, the committee's decision to all parties impacted by the request and decision. The Committee may decide to:

- approve the request;
- approve an alternative solution;
- approve the request subject to allocation of funding;
- request additional information before action is taken; or
- disapprove the request.

**V. SRAC DECISION**

Any decision made by the SRAC shall be communicated to the Chancellor by the committee chair. The respective senior administrator shall notify the requestor of the SRAC's decision.