



AN HONORS UNIVERSITY IN MARYLAND

UMBC SPACE MANAGEMENT POLICY UMBC Policy # VI-4.10.02

I. POLICY STATEMENT

UMBC's success in advancing undergraduate and graduate education through pedagogical innovation, the significant growth in undergraduate and graduate enrollment and the increase in research funding generates a tremendous demand for space. The pressure for more space will continue to increase as education, program delivery and student services change and research continues to grow.

II. PURPOSE FOR POLICY

This space policy is intended to provide the basis for equitable allocation and efficient utilization of all space to accommodate critical needs and to facilitate sharing of space in a synergistic environment to maintain a proper balance between teaching, learning, research, innovation and administration to cater for expanding and contracting activities.

Although the institution acknowledges that investment is required to bring its infrastructure to an appropriate level and aggressively pursue new capital projects, a concrete policy for how all existing space is allocated, reallocated and utilized is essential. Space allocation and reallocation cannot be handled in an *ad hoc* manner on a long-term basis without subsequent periodic review and analysis. A mechanism for individual units to make formal requests for additional space founded upon clear justification and adjudicated in a transparent manner is required. The intent is to lead to an allocation of space that is equitable and accommodates current and future needs of the institution.

III. APPLICABILITY AND IMPACT STATEMENT

Space is owned by the University, not by Colleges, departments, centers, research groups, units or individuals and is allocated according to demonstrated need in a manner that best advances the University's priorities. This policy applies to all space owned and leased by the University.

IV. CONTACTS

Direct any general questions about this University Policy first to your department's administrative office. If you have specific questions, call the following offices:

Subject	Contact	Telephone	Email
Policy Clarification	Julianne Simpson	410-455-5958	jsimpson@umbc.edu

V. UNIVERSITY POLICY

A. Use:

1. Consistent with the University System of Maryland policy on delegation of authority, the UMBC President delegates responsibility for the administration of space to the Provost who has overall responsibility for the allocation and re-allocation of space.
2. The Deans and Vice Presidents have the authority to reallocate space that is allocated to their units following procedures developed for their specific units. All units are responsible for following established UMBC space guidelines and report space reallocations to the Vice Provost for Academic Affairs and the Assistant Director for Planning in Facilities Management. Reallocation or reconfigurations of space occupied by Centers or Institutes is managed through the respective reporting lines. Such reallocation shall be reported to the Vice Provost for Academic Affairs and the Assistant Director for Planning in Facilities Management.
3. When space becomes vacant and is available for reallocation (due to situations such as program elimination, substantial reduction in program size, relocation of a program or part of a program to another building), the space reverts to the University space pool. The Provost is responsible for ensuring that a process is established for determining if a vacant space reverts to the University space pool and for making decisions on the reallocation of vacant space, in consultation with the Vice President for Administration and Finance.
4. A UMBC Space Management Committee, approved by the President, will be established and will review all space requests that are outside of the authority of the Deans and Vice Presidents.
5. Established space guidelines will be used for UMBC space allocation and management. These guidelines will be subject to periodic review to align them with current best practices and evolving critical requirements.

6. Before any changes can be made to existing space allocations (i.e. changes in purpose, etc.), a space request must be submitted and approved in accordance with the UMBC procedure for space requests.
7. Space requirements and requests will be considered based on current and imminent needs and not on historical grounds (i.e. prior practices, informal discussions, etc.). The criteria for consideration of new space requests will include (i) compliance by the requesting unit with the UMBC space guidelines, (ii) achievement of utilization targets per the space guidelines, as applicable, (iii) prior space improvements initiated to share or shed space in the unit, and (iv) prior investments made by other unit(s) in the same space.
8. Units are required to adhere to the established UMBC space guidelines. Changes in room configuration or redesign of areas will be consistent with the established space guidelines. Department Chairs, Associate and Assistant Vice Presidents, Unit Directors/Managers and Center/Institute Directors are responsible for ensuring that their allocated space is used efficiently and in accordance with the established space guidelines.
9. Units are responsible for ensuring that spaces allocated for their use remain in compliance with approved space assignments and the space guidelines. In addition, units must remain in compliance with safety requirements per the *UMBC Policy on Environmental Safety and Health Management and Enforcement*. Such responsibility transfers with the reallocation of space from one unit to another.
10. Units that plan to change their activity or resource levels shall include in their plans how these changes can be accommodated within their current space allocation. If units determine that a planned change cannot be accommodated within their current space allocation, a space request must/should be initiated.
11. In many situations, the functions to be carried out in a given space require that such space be assigned to a single unit or user. However, in order to maximize the efficiency of space utilization and opportunities for collaboration, the sharing of space will be considered and encouraged whenever feasible. When reallocating or reconfiguring space that is shared by two or more units, all units sharing the space will be consulted when space decisions are being made.
12. Facilities Management is charged with maintaining an accurate and complete inventory on the assignment and utilization of interior spaces with sufficient data to confirm compliance with space guidelines, including achievement of utilization targets.

B. Documentation:

Any new space assignments and/or changes are required to be documented and sent to the Vice Provost for Academic Affairs and the Assistant Director for Planning in Facilities Management.

VI. DEFINITIONS

Space guidelines	A set of principles, square footage recommendations, and utilization targets established to aid in planning, allocating, and managing space on the campus in an equitable and consistent manner. Space guidelines address the major categories of room use including offices, research labs, and classrooms.
Space Inventory	A detailed and itemized listing of all of the university's interior building spaces with room attributes such as size, function, and assigned occupant recorded.
Unit	Any operating entity within a Division with some level of autonomy. Units within a Division can include a college, a school, a department, a program, a center, or an institute.
Responsible Administrator	The Vice President/Dean or his/her designee charged with the responsibility for overseeing, implementing, updating and enforcing University Policies as required in his/her area of administrative authority.
Responsible Department or Office	The Office of the applicable Vice President or Dean responsible for the administration of this policy and its associated procedures and assures the accuracy of its subject matter, its issuance, and timely updating.

VII. APPROVAL AND PROCEDURES

- A. Pre-approval:** Department Heads must approve all space requests prior to their submission to the appropriate Dean or Vice President.
- B. Approval:**
1. Reallocation of space that already is allocated to Colleges and Vice Presidents only requires the approval of the applicable Dean or Vice President provided that the proposed space allocation does not cross college or divisional lines.
 2. Approval of new space requests outside of those noted in B. 1. above, require the approval of the Provost in consultation with the Vice President for Administration and Finance in order to determine its implications, including the University's Facilities Master Plan, facilities renewal plans, utility usage, and renovation costs.

C. Procedures:

The *UMBC Procedure for Space Requests* outlines the specific steps required for the request and approval of changes to existing space allocations. The procedure includes the following mandatory elements:

1. A request for a change in space allocation requires the submission of a [space request form](#) and supporting documentation.

2. The procedures for the management of space allocations and reallocations within the authority of the Deans and Vice Presidents are as determined by the applicable Dean or Vice President.

For space requests requiring Provost's approval, Facilities Management will review the space request with the requestor, conduct an analysis of existing space utilization, assess compliance with space guidelines, develop options and estimated costs, and prepare recommendations for submission to the UMBC Space Management Committee.

3. Reporting to the Provost, the UMBC Space Management Committee will make recommendations to the Provost regarding dispensation of the space request after careful consideration of all information including Facilities Management's assessment, options and recommendations.
 - a. The committee shall consist of the following or their designees:
 - i. Deans of each College, Graduate School and Undergraduate Education;
 - ii. Vice President of Administration and Finance;
 - iii. Vice President of Student Affairs;
 - iv. Vice President of Information Technology;
 - v. Vice President of Institutional Advancement;
 - vi. Vice President of Research;
 - vii. Vice Provost for Academic Affairs;
 - viii. A faculty member from each College nominated by Faculty Senate; and
 - ix. A member from the Professional Staff Senate
 - b. The Campus Architect shall serve as a non-voting member of the committee.
 - c. The Assistant Director for Planning in Facilities Management shall serve as committee chair and a non-voting member of the committee
4. The procedures for new space requests are in accordance with the space procedures available at <http://www.umbc.edu/policies/pdfs/SpacePolicyChart.pdf>
5. Established space guidelines for classrooms, office and research space are available at <http://www.umbc.edu/policies/pdfs/GuidelinesForOfficeSpace.pdf>

VIII. DOCUMENTATION:

1. Any new space assignments and/or changes are required to be documented and sent to the Vice Provost for Academic Affairs and the Assistant Director of Planning in Facilities Management in accordance with the procedures identified in VII, C. 2.
2. This documentation is required for all space allocations and reallocations whether within the authority of the Deans and Vice Presidents or not.

IX. RESTRICTIONS AND EXCLUSIONS: None

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

[UMBC Policy on Environmental Safety and Health Management and Enforcement](http://www.umbc.edu/safety/docs/ESH_Management_and_Enforcement-April09.pdf)

http://www.umbc.edu/safety/docs/ESH_Management_and_Enforcement-April09.pdf

[UMBC Procedure for Space Requests](http://www.umbc.edu/policies/pdfs/SpacePolicyChart.pdf)

<http://www.umbc.edu/policies/pdfs/SpacePolicyChart.pdf>

[UMBC Office Space Guidelines](http://www.umbc.edu/policies/pdfs/GuidelinesForOfficeSpace.pdf)

<http://www.umbc.edu/policies/pdfs/GuidelinesForOfficeSpace.pdf>

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Policy Section: General Administration

Responsible Administrator: Julianne Simpson

Responsible Office: Facilities Management

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