A. Definitions

A-1. Unit: refers to primary management units within the University of Idaho (University), including recognized colleges, administrative centers, such as the Division of Finance and Administration, or the Research Office units, and recognized University Centers located remotely from the main Moscow campus, such as Idaho Falls.  [rev. 7-16]

A-2. President: refers to the President of the University of Idaho, or his/her designee, having final authority over space policies, procedures, and allocations at university sites statewide.

A-3. Space Advisory Council (SAC). The SAC is a group established with the goal of providing advisory input regarding the development and implementation of University of Idaho space related policies and processes and to serve as an impartial reviewer for resolution of space issues not resolved through the routine policies and processes. SAC membership will be determined by the President and will normally include representative stakeholders from entities such as Executive leadership, Staff Council, Faculty Senate, ASUI, and Facilities.

B. Policy

B-1. Policy Statement. All University owned or operated buildings, space, and land, regardless of fund source or location, or use by a particular Unit, are assets of the University as a whole, and are subject to assignment or reassignment to meet the overall needs and best interest of the University. Long-range planning for optimum use of these valuable University assets is a continuing process. Policies and procedures that guide space assignment and reassignment are the responsibility of the Space Governance Group (SGG), created herein. President. Unless otherwise specified by the Provost, space assigned to a Unit may be reassigned by the Unit leader or reallocated within and among internal divisions or departments of the Unit to meet its goals and purposes, consistent with accreditation needs of the University and University space and facilities policies. Any assignment of space between one Unit and another is subject to prior approval by the Director, Architectural and Engineering Services (AES) and may necessitate action by input from the SGG, as outlined in D.4., below.

B-2. Criteria for space assignment. Space assignments are made as provided herein after consideration of all relevant factors, and consultation with the Unit(s) involved. Criteria governing assignment and reassignment of University space are (in no particular order):

- University strategic priorities
- Space utilization guidelines
- Productivity of program
- Accreditation standards
- Appropriateness of space for function to be served
• physical proximity in cases where programs are enhanced by close geographical location
• accessibility requirements of program
• level of disruption of ongoing activities
• restrictions related to grants, donor intent, etc.
• other factors as may be warranted on a case-by-case basis

C. Space Governance Group (SGG). The SGG is established with the goal of providing guidance and oversight for the development and implementation of space related policies and processes and to serve as an impartial review and decision-making body for resolution of space issues not resolved through the routine policies and processes. There shall be no less than ten (10) members of the SGG, with membership to include: Provost (Chair), Vice President Finance & Administration, Vice Provost Academic Affairs, Vice President Research, Assistant Vice President Facilities, Assistant Vice President Auxiliaries, Registrar, Manager of Sponsored Programs, or their designees, and a Facilities Planner, and a Faculty member. To the extent titles change, the person with the most equivalent title to the title listed herein shall fill the position, unless otherwise designated by the Provost. Membership that is not otherwise determined by positions listed herein, shall be determined by the Provost, and such selected members shall serve a minimum of two (2) years on the SGG.

D. Procedures.

D-1. Reassignment of space within a Unit. Assignment of campus space is documented and maintained in the Space Module of the FAMIS software, managed by the AES department within Facilities. FAMIS links with the Banner and R-25 software packages to assist in managing a multitude of data supporting campus operations. Units are to notify the AES department when changing space allocation and/or room uses within the Unit and complete an annual space audit to confirm space allocation and room usage.

D-2. “Offsite” Space Needs. In the event University controlled space is inadequate or unavailable, university program space needs may be addressed through leasing property not owned or otherwise controlled by the University. All lease agreements must be signed by the Vice President for Finance and Administration or designee, and where required, must be authorized by the Board of Regents for the University prior to execution. Prior to submission to the Vice President or Board of Regents, the University Real Estate Officer is assigned responsibility to review, process, and coordinate all University leasing activity and ensure adequacy of leasing terms and compliance with University policies. Proposals for leasing must be consistent with university program priorities and budgetary confirmation of the financially responsible party within the University, and shall be approved by the responsible Unit administrator (e.g. Dean, appropriate VP) prior to initiation of lease negotiations by the Real Estate Officer.

D-3. Assignment of campus space is documented and maintained by the Facilities department. Units are to notify Facilities when changing space allocation and/or room uses within the Unit and complete an annual space audit to confirm space allocation and room usage.

C. Procedure.
C-1. **Requesting Campus Space.** Units desiring additional existing University space are to complete and submit a University Space Request Form, found at [http://www.dfm.uidaho.edu/default.aspx?pid=81452](http://www.dfm.uidaho.edu/default.aspx?pid=81452) and [http://www.uidaho.edu/infrastructure/facilities/aes](http://www.uidaho.edu/infrastructure/facilities/aes).

D-4. **Space Request Process.**

- Unit identifies need for space.
- Unit administrator is encouraged to meet need within currently assigned space. If unable to do so,
- Unit endorses and submits request for new space.
- Request is reviewed/analyzed by the Director of AES, or designee.
- Input from impacted stakeholders is sought (public announcement period)
- Requests for small spaces (those generally under 1000sf) and which are uncontested and in alignment with space assignment and utilization policies may be approved by the Director of AES, or designee, with the outcome shared with the SGG.
- All other requests are forwarded to the SGG with a recommended solution. Stakeholders are invited to take part in discussion. SGG concludes review and makes final determination.
- Director AES advises unit of SGG’s decision.
- Stakeholder(s) may appeal a determination to the SGG and, ultimately, the Provost.

D-5. **See graphic portrayal of the process below.**

**Space Request Process**

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Unit -> Unit Head -> AES -> SGG -> Provost

Request          Endorse          Update Space Log
                      Review/Solicit Stakeholder Input

Options/
Recomendations

Create/Announce Agenda Item

Communicate Decision

Stakeholder Input/Decision

Communicate Decision

Implement

Accept?

Yes

No

Hear Appeal
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