HSC OP: 61.21, Institutional Space Policy

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish an institutional policy relating to the allocation of institutional space, to assess utilization and to reallocate space as needed to support the Academic, Strategic and Master Plans of the University.

REVIEW: This HSC OP will be reviewed by October 1 of every even-numbered year (ENY) by the AVP for Financial Planning & Administration, the Dean of each school, and the Executive Vice President for Academic Affairs, with recommendations for revision forwarded to the Vice President of Facilities and Safety Services by November 1.

POLICY/PROCEDURE:

1. All TTUHSC physical space (internal and external) is a University resource crucial to the operations of the institution. This includes all clinical, administrative, infrastructure/support, and laboratory space.

2. Space is allocated in a manner that best advances institutional priorities. No unit, department, or school "owns" the space allocated to it on the institutional space inventory. Institutional space resources should be deployed in the most efficient and effective manner to best serve the missions of the institution.

3. Each campus will develop criteria for its Campus Space Committee based on the individual administrative structure. Each school on a campus will have equal representation on the Campus Space Committee. The Campus Business Operations Officer (CBO) will chair the regional Campus Space Committee. The Chair of the Lubbock Campus Space Committee will be appointed by the TTUHSC President. The Chairs are responsible for coordinating the meetings and communicating decisions of the Space Committee to individual parties within ten working days after the meeting.

4. All space issues/needs/requests that affect the institution, schools or a major institutional division will be managed by the Campus Space Committee. The exception is laboratory space, which will be managed on all campuses by the Senior Vice President of Research.

5. All issues/needs/requests will be submitted in writing to the Chair of the Campus Space Committee for presentation and review by the committee as a whole.

6. All requests must include justification and documentation with approval by an appropriate administrative authority. Guidelines for a written space request submission can be found in Appendix A.

7. When a unit, department, or school deletes a function, consolidates its operations, or moves into another space, the reorganization normally results in vacant/surplus space. This vacant/surplus space will be returned to the institutional or campus space inventory for reallocation to address current space requests/demands. The institutional space inventory is maintained by TTUHSC Office of Facilities and Safety Services. The reallocation of this space is the responsibility of the Campus Space Committee, not the former occupying unit, department or school.
8. All space renovation requests must be submitted to the campus Space Committee for review and approval.

9. All requests for leased space must be submitted to the Space Committee to determine if institutional space is available before executing a lease.

10. Space, once allocated to a unit, department, or school may not be traded or reassigned between units, departments, whether intra- or inter-school/major division, without prior written approval from the Campus Space Committee.

11. Regardless of the unit, department, school, major division, or funding source, possession and/or occupancy of currently assigned space reverts to the TTUHSC for reallocation based on the best use to the TTUHSC.

12. The Campus Space Committee may invite a representative to present a request for space if additional information is required (following receipt of a written submission/request). The Campus Space Committee may tour the relevant space to better understand and evaluate any space request.

13. Members of the TTUHSC Campus Space Committee serve at the discretion of and are advisory to the President of TTUHSC.
Space requests submitted to the Campus Space Committee must conform to the following guidelines:

1. **Description/Justification**
   
   A department/unit should prepare a summary description of the space needed. The department should also provide justification as to why the request should be approved and how the approval will benefit the department and the HSC. If a catalytic circumstance exists that prompted the request, the department should mention all relevant facts to support their request, and any urgency associated with it. The following questions are some points that should be addressed in the justification:
   
   - Is the request for additional space or reassignment of existing space?
   - If applicable, does the department have the funds to modify the space to meet their demands?
   - What program and individual will occupy the requested space?
   - What type of use will occur in the space? (i.e. educational/student training, faculty offices, administrative, support services, or other)
   - If educational, what is the number and type of students in question?

2. **Amount and Type of space required (using guidelines for space)**
   
   The department should identify types and amounts of space required (Space standards/recommendations are listed below). The department should thoroughly consider highly efficient use of their space and should conform to the list below. Requests that provide for inefficient use of space will not be approved without modification/reduction in scope. If specific space has been identified, a floor plan of the space should be included in the request. Floor plans can be found in WebRaider under the Facilities and Safety tab.

3. **Timeframe (need by date) & Expected Term of Occupancy (temporary vs. permanent)**
   
   The department should state a legitimate “need by” date. The department should identify whether the space requested is needed permanently or just temporarily. If the request is for temporary allocation of space, the department should state the expected term of occupancy. Relevant supporting information should be supplied to the space committee to assist in the evaluation of the report.

4. **Funding (if applicable)**
   
   If any renovation or remodeling is to be performed as part of a proposed space request, then the requesting department may be responsible for these associated costs. The department should identify and receive funding approval from their divisional administrative head (Dean or Vice President) prior to submitting their space request.

5. **Points of impact**
   
   The department should identify points of impact, both positive and negative, on the department and the HSC. The points of impact should include pros and cons to approval and disapproval of the request.

6. **Approvals required before submission**
   
   The requesting department should route its request through its respective divisional administrative structure. All requests should have approval from the divisional head, and either Vice President or Dean, before submission to the Space Committee.
When formulating the amount and type of space to include in a space request, a department should conform to the following recommended standards:

<table>
<thead>
<tr>
<th>Role</th>
<th>Space Request</th>
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<tbody>
<tr>
<td>Executive Administrators - Office</td>
<td>200 sf maximum</td>
</tr>
<tr>
<td>Professors (all ranks) - Office</td>
<td>140 sf maximum</td>
</tr>
<tr>
<td>Instructors - Office</td>
<td>70 sf maximum</td>
</tr>
<tr>
<td>Departmental Administrators (non-faculty) - Office</td>
<td>120 sf maximum</td>
</tr>
<tr>
<td>Office Staff - Office</td>
<td>60 sf/person maximum</td>
</tr>
<tr>
<td>Office Services (general purpose room for mail, file storage, support)</td>
<td>700 sf maximum</td>
</tr>
<tr>
<td>Graduate Students - Office</td>
<td>20 sf maximum in advisor’s laboratory</td>
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<tr>
<td>Residents and Postdoctoral Trainees - Office</td>
<td>60 sf/person maximum</td>
</tr>
<tr>
<td>Conference Room</td>
<td>315 sf maximum</td>
</tr>
<tr>
<td>Conference Room Service/Storage</td>
<td>45 sf maximum</td>
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