

University Space Committee Operating Guidelines Winston-Salem State University

Authority: Provost and Vice Chancellor for Academic Affairs

First Issued: January 11, 2006

Revisions: March 23, 2012 and May 12, 2021

I. Purpose and Scope

All campus buildings and land belong to the University and are subject to assignment and reassignment to meet the institution's strategic priorities and needs at a given time. The University Space Committee (USC) makes decisions concerning the use and renovation of space, the allocation of existing space, and planning for future allocation needs. In consultation with the USC, the Provost and Vice Chancellor for Academic Affairs is responsible for allocations of all university space, including off-campus rental space. The USC, which is chaired by the Provost and Vice Chancellor for Academic Affairs, approves all allocations of university space and off-campus rental space except for space allocations in Blair Hall, which are approved by the Chancellor. Each College, School, or Division is encouraged to establish a Space Committee within their respective units to consider and prioritize local needs and discuss space requests that the USC will consider.

II. University Space Committee Membership

Because the USC is charged with making decisions about the use and renovation of space, the allocation of existing space, and planning for future allocation needs, it is important that the membership of the group is representative of the university's employees and students. The Chancellor appoints all members of the USC. Membership is dependent upon university roles not individuals, and term limits are ongoing except for students who will rotate because of degree completion. The following roles comprise the USC:

Provost and Vice Chancellor for Academic Affairs (Chairperson or designee)
Senior Associate Provost for Academic Strategy and Institutional Effectiveness
Associate Provost for Academic Budget and Planning
Vice Chancellor for Finance and Administration
Associate Vice Chancellor for Finance and Administration
Associate Vice Chancellor for Facilities Management
Assistant Vice Chancellor for Facilities Management
Chairperson of the Faculty Senate (or designee)
President of the Staff Senate (or designee)
President of the Student Government Association (or designee)
Associate Provost and Chief Information Officer
Associate Provost and Vice Chancellor for Student Development and Engagement
Associate Provost and Dean of the University College and Lifelong Learning
Associate Provost for Scholarship, Research, and Innovation
Dean, College of Arts, Sciences, Business and Education
Dean, School of Health Sciences
University Chief of Staff
Associate Registrar

III. **University Space Committee Meetings**

During the academic year (i.e., August to May), the USC meets once per month on the second Wednesday. In consultation with USC members, the Provost and Vice Chancellor for Academic Affairs will schedule a standing meeting time for these meetings. Working with the USC meeting recorder, the USC should post its meeting dates and times for the academic year on the university calendar to achieve transparency. The Provost and Vice Chancellor for Academic Affairs has the authority to designate a proxy to facilitate these meetings in his or her absence. Additionally, the Provost and Vice Chancellor for Academic Affairs has the authority to cancel or reschedule a meeting based on pertinent information (e.g., inclement weather, no immediate business items).

IV. **Request for Space**

Request for new space, reallocation of space, or change in the use of space must be submitted to the USC using the *University Space Committee Request Form* prior to the first day of the month. Applicants must complete all sections of this document and must attain all appropriate signatures before the USC will review the request. An applicant must attain signatures from his or her department chairperson (academic units) or immediate supervisor; the Dean or the appropriate Vice Chancellor; the Associate Vice Chancellor for Facilities Management, and the Environmental Health and Safety Director. Signatures from these individuals indicate that each person has thoroughly read, reviewed, and vetted the *University Space Committee Request Form*. It is the expectation by the USC that each signatory visited the requested space with the requestor and posed pertinent questions prior to submission of the form.

During the summer months (i.e., June and July), the Provost and Vice Chancellor for Academic Affairs has the authority to make decisions about university space. It is the Provost's responsibility to confer with appropriate offices (e.g., Finance and Administration, Facilities Management, Environmental Management, Sponsored Research) prior to reaching a decision on the requested space.

V. **Space Committee Guiding Principles**

To ensure fairness and consistency, the USC has adopted several guiding principles by which the group uses to make informed, evidence-based decisions. These guiding principles are:

- **Commitment to the University's Core Mission:** USC decisions will always support the university's core mission to develop students through excellence in teaching, scholarship, and service.
- **Alignment to Strategic Priorities:** USC decisions support the institution's strategic plan, the annual strategic priorities as articulated by the Chancellor and his or her Cabinet, and the goals of the institution's Master Plan.
- **Transparency:** All activities of the USC are transparent. The USC will make public and easily accessible all meeting agendas, meeting minutes, and the status of all requests for all members of the university community.
- **Data- and Evidence-Informed:** USC decisions on space requests should always be grounded in and contextualized by available data and evidence rather than influenced by personal relationships or individual member agenda.

VI. Space Planning Principles

1. Space use should support the university's mission to develop students through excellence in teaching, scholarship, and service.
2. Each College, School or Division's strategic plan should include long-range space planning.
3. Prior to starting projects that create new space, reallocate space or change the use of existing space, a *University Space Committee Request Form* must be submitted for approval by the University Space Committee.
4. All proposals submitted to the Office of Sponsored Programs for external funding that request allocation of space or changes the use of existing space will be reviewed by the Associate Provost for Scholarship, Research, and Innovation, discussed with the Provost and Vice Chancellor for Academic Affairs, and reported to the USC.
5. Whenever feasible, use and assignment of space should be maximized for different functions. For example, a classroom that is not in use could be used to fill a department's need for meeting space or a Call Center for fundraising in the evening could be used as a Call Center during the day for a different purpose.

VII. Priorities for Assessing Space

1. Availability of safe and accessible teaching space to meet course offerings and curricular needs will be highest priority.
2. Availability of safe and accessible space to support the transformative student experience through student activities and student support will be the second highest priority.
3. Availability of safe and accessible space to support university operations will be the next priority.
4. Requests for co-location of programmatically related activities will have a higher priority than co-location of non-programmatically related activities.
5. Priority consideration will be given to space requests attached to funding that has been approved.
6. Each full-time faculty member should have a private office.
7. Privacy is more important than size of office space.
8. As much as practicable, a department head or supervisor should have proximity to supervised staff.