

Procedures for the Allocation and/or Reallocation of Space

Westfield State University

Purpose

These procedures outline the process through which members of the University may request the allocation and/or reallocation of space on campus. Included are the definitions of the different types of spaces on campus. These procedures are to be applied in the context of the Policy Concerning the Guidelines for the Allocation and/or Reallocation of Space. These procedures are not intended to coordinate the reservation and use of space on campus. The policy provides in part:

- A. The University's effective space allocation and reallocation requires the adequate and appropriate distribution of space for students, faculty, and staff in order to provide the best educational environment possible. This policy governs the University's efforts regarding all types of spaces not under the authority of the Westfield State University Foundation. The University may allocate and/or reallocate space at any time as needs and priorities change.
- B. The President of the University has ultimate authority over space assignments. As the chief executive and administrative officer of the University, the President has the authority and the responsibility to make all final decisions regarding space allocation and reallocation.

Definitions

- A. **Academic/Instructional Space** are those facilities where the primary activity is academic instruction. This space designation also includes those facilities used in ways other than those directly related to instruction, but which support the academic experience such as darkrooms, production studios, computer laboratories, and faculty and academic affairs/department offices.
- B. **Non-Academic and Administrative Space** are those areas and facilities housing administrative offices and support facilities. This space designation includes such facilities as the plant operations, trades and maintenance, administrative offices, roadways and walkways, and green space.
- C. **Athletic space** are those areas where the primary focus is the University's athletic program including those that can serve as venues for instructional programs. This space designation includes the gymnasiums, weight room, athletic fields, Ely Fitness Center, and the swimming pool.
- D. **Co-curricular Space** are areas where the primary focus is the co-curricular experience but can serve as venues for instructional programs. This space designation includes areas for the Student Government Association (SGA) and its clubs and organizations.
- E. **Massachusetts State College Building Authority (MSCBA) Space** are all residential housing facilities and any part thereof.
- F. **Foundation Space** are those areas and facilities under the authority of the Westfield State University Foundation which is an independent nonprofit corporation. The Albert and Amelia Ferst Interfaith Center is under their purview.

Process and Procedures

- A. Overview
 - 1. The Associate Director of Space Management is responsible for maintaining an inventory of spaces on campus, all Space Request Forms, and communicating with requestors on behalf of the Space Review Working Group.

2. Department Chairs/Heads and Human Resources are responsible for notifying the Associate Director of Space Management of all pending vacancies and new hires, and the space assigned. A Space Request Form should be completed for newly hired employees. If the space a position is assigned to does not change with a new hire, the Space Request Form (Appendix B) does not need to be reviewed by the Space Review Working Group.
3. Upon an employee's departure, a lock change will be conducted on the assigned space until the position is filled. Should a department need access to the office space while the position is vacant, the Department Chair/Head must coordinate that access with the Associate Director of Space Management.
4. Any member of the University wanting to allocate or reallocate a space on campus must submit a formal request to the Space Review Working Group. Requests must be made using the Space Request Form and be supported by the Department Chair/Head and area Vice President before being submitted for the Space Review Working Group's consideration. All allocation/reallocation requests should support the University's Strategic Plan, Master Plan, and include relevant space utilization data.
5. All Space Request Forms will be reviewed by the Space Review Working Group and submitted to the President with its recommendation. The Space Review Working Group may return the form to the requestor if additional information is needed prior to submitting it to the President with its recommendation.
6. All permanently vacated spaces will revert to the space inventory for future reallocation.
7. If the President approves a request, the requestor, their Department Chair/Head, and Vice President must coordinate with the Vice President of Administration and Finance and Associate Vice President of Facilities and Capital Planning to implement the request.

B. The Space Request Form and Submission Process

1. The use of the Space Request Form is intended to streamline and accelerate the review of space requests and the implementation of approved space allocations/reallocations. The procedure is designed to involve the Facilities and Operations Department and Administration and Finance Division as early in the planning process as possible so that project feasibility, budget, and delivery can be identified and addressed in a timely manner.
2. The submission process consists of three (3) steps:
 - a. Requestor submits the Space Request Form with their Department Chair/Head and area Vice President's signatures.
 - b. The Associate Director of Space Management forwards the request to the Space Review Working Group which reviews the request within the context of the University's Strategic Plan, Master Plan, relevant utilization data provided, and against any other factors that may affect the allocation of available campus resources.
 - c. The Space Review Working Group then forwards the request to the President with its recommendation.
3. Following the President's decision the requestor, the Department Chair/Head, and Vice President will be notified.

C. Working Group

1. The Space Review Working Group shall be established to support the University in its efforts by reviewing all space allocation/reallocation requests and submitting recommendations to the President. Members of the working group shall be determined by the President.