



**HSC OP:** 61.21, **Institutional Space Allocation Policy**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish an institutional policy to assess utilization and allocation of space as needed to support the Academic, Research, Clinical and Administrative missions in accordance with the 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 Vice President of Facilities and Safety Services (VPFSS) and the Provost, with recommendations for revision forwarded to the Executive Vice President of Finance and Operations (EVPFO).

**POLICY/PROCEDURE:**

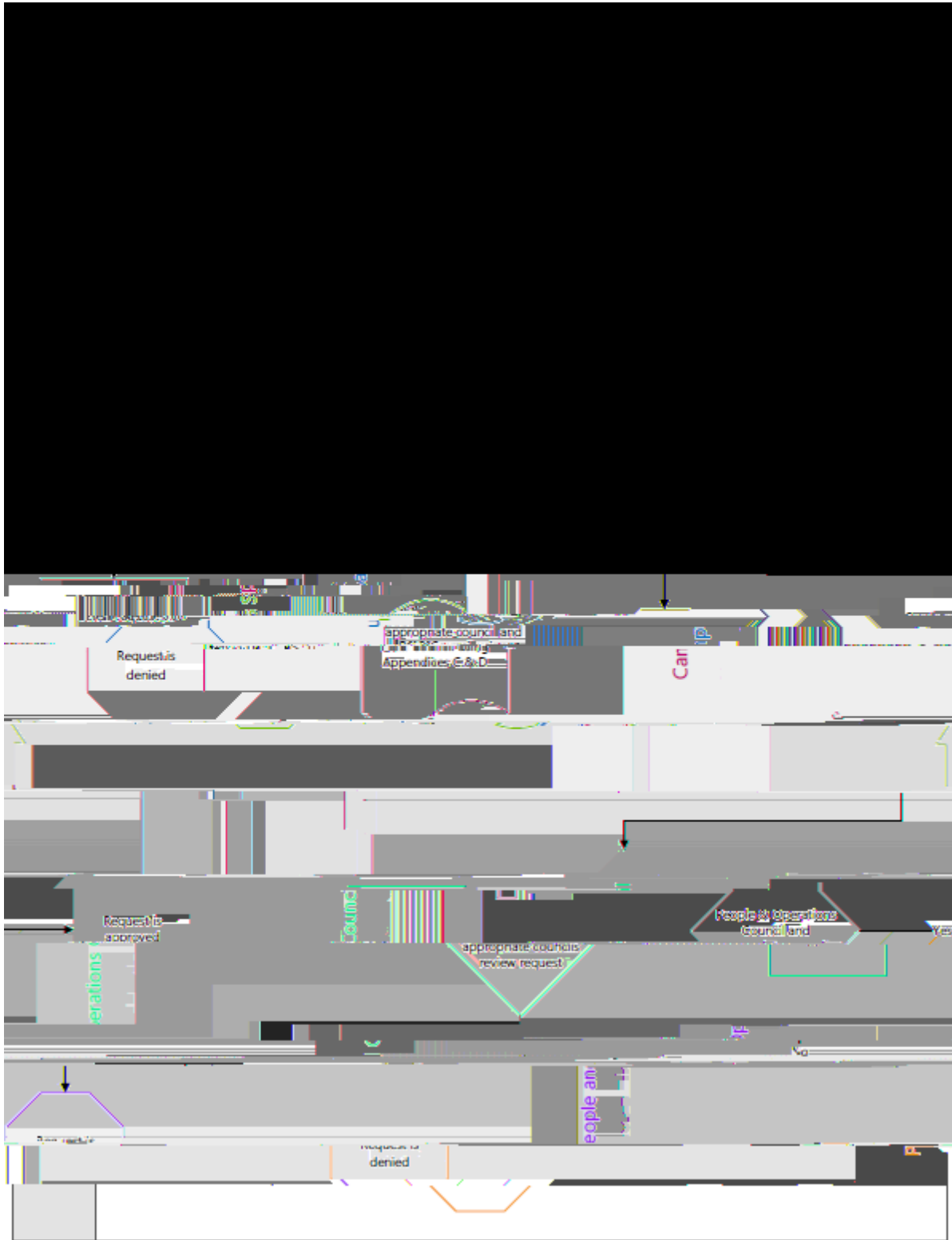
1. All TTUHSC physical space (interior and exterior) is a resource critical to the operations of the institution. This includes all clinical, administrative, research, academic and storage space.
2. Institutional space will be deployed in the most efficient and effective manner to best serve the missions of the institution. Any space assigned, according to the institutional space inventory, is not considered "owned" by the unit, department or school it is allocated to.
3. Administration:
  - a. Each campus will maintain a Campus Space Committee.
  - b. Each school and/or major institutional divisions operating on a campus are afforded an opportunity to provide representation on that Campus's Space Committee.
  - c. The Campus Business Operations Officer (CBOO) will chair their respective Campus's Space Committee. The Chair for the Lubbock Campus Space Committee will be appointed by the People and Operations Council. Space utilization is reviewed and certified annually per Texas Higher Education Coordinating Board (THECB) requirements. Any agreement for a unit, department or school to occupy a space temporarily or found to be vacant will be reviewed at that time. All temporary assignments of space shall be documented with a specific end date; which may be extended upon review of space needs.
4. Procedure:
  - a. Requests requiring any type of construction are to be submitted in accordance with HSC OP 61.20.
  - b. All space allocation change requests are to be submitted through the Work Request link on the Facilities and Safety Services Page of the WebRaider Portal.
  - c. Submissions will be automatically routed through the submitting organization's respective supervisory chain and a notification will be received by FSS.
  - d. Space requests require all relevant information to include: description/justification, amount and type of space requested, timeframe and expected term of occupancy, funding (if renovation is required), points of impact and any supporting documents (see Appendix B).
  - e. Space requests requiring Campus Space Committee review (see Para 5.a) will be sent to the Campus Space Committee.
  - f. Campus Space Committee meetings shall be scheduled at the discretion of the chair based on submitted requests requiring review. Space committee meetings may be virtual.

- g. As part of their comprehensive review of institutional space needs, the Campus Space Committee may invite a representative to present a request for space if additional information is required (following the receipt of a written submission/request). The Campus Space Committee may also tour the relevant space to better understand and evaluate a request. A Preliminary Planning Document (see Appendix D) may also be developed to assist with the review and with the Space Committee's recommendation.
- h. Campus Space Committees are empowered to disapprove any request. Any recommendations for approval must be routed to the People and Operations Council and the Council responsible for the type of space being discussed (Academic, Clinical or Research). Recommendations for approval are to be submitted using the template found in Appendix C by e-mail to the council chair or designated alternate. A Preliminary Planning Document (see Appendix D) shall also be included if one was developed.
- i. The People and Operations Council will notify the Campus Space Committee of approval status and the Campus Space Committees will notify the end user. If approved, the end user will need to work with FSS to execute the space change as there may be maintenance performed while the space is in transition.
- j. Leased spaces are addressed by HSC OP 72.06 and are not covered by this policy.

5. Space Requests Review:

- a. Requests requiring Campus Space Committee review include:
  - i. Repurposing of space within or between departments (i.e. office space change to conference room space).
  - ii. Reallocation of space between schools or other major institutional divisions.
  - iii. Assignment of space to an individual that exceeds TTUHSC square footage standards (see Appendix B).
  - iv. Requests qualifying under HSC OP 61.20, all construction or renovation of existing space exceeding the threshold of minor maintenance defined below (see Para 5.b.ii) and with estimated construction costs over \$50,000.
  - v. Potential facility and/or property acquisitions/dispositions.
- b. Requests not requiring Campus Space Committee review include:
  - i. Reallocation of existing space within a school or other major institutional division where the purpose or function of the space will not change and no renovation or maintenance is required.
  - ii. Minor maintenance (i.e. paint, patch, carpet)

# APPENDIX A Space Request Approval Flow Chart





**Recommended Space Standards  
Space Request Format/Requirements**

When formulating the amount and type of space to include in a space request, the unit, department or school should conform to the following recommended standards:

Executive Administrators - Office	NTE 200 sf
Professors - Office	NTE 100 sf

## APPENDIX C

### Space Committee Recommendation to appropriate council and People and Operations Council

Space Committee Analysis of space request

**1. Description/Justification:**

Summary description of the space needed and justification for the need.

**2. Analysis of Alternatives (Pro and Con):**

**3. Results of investigation/validity of justification:**

**4. Space Committee Recommendation:**

APPENDIX D