

ROCHESTER INSTITUTE OF TECHNOLOGY
DIVISION OF ACADEMIC AFFAIRS
PROCEDURE FOR ALLOCATION AND UTILIZATION OF SPACE

1) General

All Rochester Institute of Technology (RIT) land, facilities and buildings belong to RIT as a whole. RIT has the authority and responsibility to allocate space to specific users for certain periods of time, to review these allocations periodically, to assess utilization, and to reallocate space as needed to support the University's academic and strategic needs. These procedures are intended to provide a coordinated process by which space is requested and utilized by the Division of Academic Affairs.

2) Division of Academic Affairs Space Committee Functions

Space should be allocated equitably. To sort out competing demands, procedures for allocating and reallocating space have been developed for the Division of Academic Affairs. The committee charged by the Provost and Senior Vice President for Academic Affairs with the responsibility to execute these procedures is the Academic Affairs Space Committee (AASC). The AASC Committee's primary focus is to consider the space needs of the division and make recommendations to the Provost and Senior Vice President for Academic Affairs about space allocation and design/renovation of space to meet program needs. Recommendations are made in alignment with the division's academic priorities and strategic initiatives and factored into University planning and budgeting processes. Review and prioritization of space requests is a continuous process occurring throughout the academic year.

Committee membership includes the Registrar, three deans appointed by the Provost and Senior Vice President for Academic Affairs in consultation with the Council of the Deans; the chair of the Academic Senate; the vice president for research; the assistant provost and director of the RIT Libraries; the dean of Graduate Studies; and the Provost and Senior Vice President for Academic Affairs or his designee. The deans will serve staggered, three-year terms; all others serve continuously or as the term of the office they represent changes. Committee membership and terms will be reevaluated at the end of two years (July 1, 2011).

The charge to this committee is to review and prioritize all space requests within the Division of Academic Affairs, review the annual space utilization reports and make recommendations to the Provost and Senior Vice President for Academic Affairs on appropriate usage of space, and provide information to and interact with the University Space Committee.

3) Definition of Terms

- Additional Space – space that is incremental to existing allocation

- Change in use or assignment – a request that involved changing the use of space (i.e., classroom to a lab) or changing the assignment of space (i.e., from one college or unit to a different college or unit)
- New space construction – a request that involves construction of any sort (i.e., a new building)
- Existing space modification – a request that involves significant modification to existing space (i.e., removing walls)
- Time frame for request – the urgency of the need
 - Imminent – space is needed as soon as possible
 - Immediate – space is needed within 6 to 12 months
 - Intermediate – space is needed within 1 to 3 years
 - Projected – a long-term request that is projected out more than three years

4) Space Allocation Goals & Criteria

The following criteria and goals will guide the allocation process:

- Requests will be reviewed according to priorities for academic programs, research, and support services as established by the Provost and Senior Vice President for Academic Affairs in consultation with Academic Innovation Council.
- Classrooms and other teaching facilities shall not be depleted as a result of space reallocation.
- Space allocations are made to colleges and academic affairs support units, not individuals.
- When possible, a designated use should be allocated to space that meets functional design requirements in order to minimize renovation costs, e.g., a user requiring wet lab space should not be allocated dry space in a non-lab building if wet lab space is available elsewhere.
- Departmental and academic affairs support unit allocations should be as contiguous as possible, unless interdisciplinary research, teaching or work group needs dictate otherwise.
- Space allocated and scheduled by a college and/or academic affairs support unit should be made available for other colleges and/or academic affairs support units when not in use (including but not limited to classrooms, conference rooms, seminar rooms, teaching labs, computer labs, etc.).
- Space that becomes vacant within a college or academic affairs support unit can and should be reallocated by the dean or associate/assistant provost/assistant vice president within his or her college and or academic affairs support unit.
- Plans for major reallocation or reassignment of space within the Division of Academic Affairs must be reviewed by the AASC.
- Space allocated for time-limited uses (i.e., grants) reverts to unassigned status after completion of the specified time period, and must be vacated by the user.
- Existing space allocations must be utilized as fully as possible.
- Off-campus space may be considered for dedicated research and administrative programs.

5) College/Department/Academic Affairs Support Unit Planning Responsibilities

Colleges, departments and academic affairs support units are responsible for engaging in strategic planning on a regular basis, and ensuring that their strategic plans have been approved by their deans /directors/associate/assistant provosts. The strategic plans of each college, department and academic affairs support unit must contain explicit space and facilities provisions. These provisions require consultation with the Academic Affairs Space Committee to ensure they are coordinated with the long-range planning of the division. Space requests must be reviewed by the dean and/or associate/assistant provost/assistant vice president of the college or academic affairs support unit. Deans/associate and assistant provosts are responsible for considering requests for space from his or her unit and for indicating the priority of requests for his or her unit in the approval statement. This approver is also be responsible for revising priorities, from his or her unit as new requests are submitted.

Applications for new academic programs, grants and other funding initiatives must address space needs and any required renovations prior to submission so that planning for them can occur before the program approval and/or award. RIT and the Division of Academic Affairs is committed to providing facilities for activities that advance the mission and goals of the University, but cannot guarantee that space or the funds to renovate space will be available within the time frame requested. Advance planning is critical to meet needs within requested timeframes. In addition to bringing applications to the AASC, approval of incremental costs must be reviewed and approved by the university's Budget Committee.

6) Space Needs for Graduate Students

Academic units engaged in the education of graduate students should address their needs when making space requests. Priorities include:

- Research Needs
 - Graduate students engaged in research need access to dedicated laboratories and computer laboratories.
 - MFA students require adequate studio space.
- Ph.D. Programs
 - Each program should provide, at a minimum, a large room for its students to use as a common work space. Individual offices or carrels are a highly desirable next step.
- Masters Programs
 - Each college should provide a large room for its masters degree students to use a common work space.
- Teaching and Laboratory Assistants
 - Each college should provide a meeting area for its GTAs. This should include offices where GTAs may meet with undergraduates in private.

- Other Needs
 - Colleges and programs should provide lockers or other secure space for graduate students to store personal items during the work day.

7) Guidelines for Laboratory Residency

Guidelines for laboratory residency are under reviewed and will be added to this document upon approval.

8) Procedure for Requesting Space Planning Services

- Colleges, departments, academic affairs support units and/or programs generate space requests. Space requests for classrooms, auditoriums and other spaces utilizing audiovisual support must consult with The Wallace Center Support Services prior to the submission of the space request.
- The space request is reviewed by the dean and/or associate/assistant provost/assistant vice president of the college or academic affairs support unit. This approver is responsible for considering all requests for space from his or her unit and for indicating the priority of requests for his or her unit in the approval statement. This approver is also be responsible for revising priorities, if necessary, from his or her unit as new requests are submitted.
- Supported requests are signed and submitted to the AASC for review, prioritization, and recommendation. When necessary, the AASC consults with the approver and/or requestor and/or Campus Planning and Design & Construction Services and/or The Wallace Center Support Services.

9) Procedure for Requesting Space

- Submittal of space requests should be made with as much lead time as possible. Requests needing to seek budget approval through the budget hearing process must be submitted with adequate lead time, usually by November 1 annually. Complex requests may require longer periods of review.
- College, department, academic affairs support unit and/or program completes a REQUEST FOR SPACE ALLOCATION form
- Request is reviewed by the dean or associate/assistant provost/assistant vice president. This approver is responsible for considering all requests for space from his or her unit and for indicating the priority of requests for his or her unit in the approval statement. This approver is also be responsible for revising priorities, if necessary, from his or her unit as new requests are submitted. Supported requests are signed and submitted to AASC for review, discussion, prioritization, and recommendation. When needed, requests for clarifying information will be made to the approver, requestor or Campus Planning and Design & Construction Services.
- The Academic Affairs Space Committee will submit its recommendations regarding space requests to the Provost on a monthly basis. Requests may be submitted anytime;

however, those received by the first of each month will be considered by the Committee and recommendations sent to the Provost in that month. Requests received at other times will be considered in the next cycle.

- Provost and Senior Vice President for Academic Affairs reviews AASC recommendation. When necessary, the Provost and Senior Vice President for Academic Affairs presents recommendations to the University Space Committee.
- Final decisions regarding allocation/renovation of space are made by the president, provost and senior vice president for academic affairs, and the senior vice president for finance and administration.

If the newly allocated space requires renovation funds that will be requested through RIT's budget hearing process, the process and timelines for those hearings must be followed (see first bullet above). If other funds are available for renovations, this should be indicated on the Request for Allocation of Space form. Emergency requests for space and/or renovations made outside the normal budgeting process must include a clear rationale for the request and the benefits if approved and the consequences if not approved, including direct impact on student and faculty services.

10) Space Audits & Utilization Analyses

- Space audits of RIT-owned and leased space will be conducted on a regular basis by the Facilities Management Facilities Inventory Coordinator who maintains the official Space Inventory; by Campus Planning and Design & Construction Services to review utilization; and on an as needed basis for specific requests and projects.
- Space audits will minimally consist of an updating of the space inventory records; walkthroughs of space with department representatives; and other survey instruments as needed.
- Departments, colleges and academic affairs support units may be asked to provide information on FTE's and headcounts of faculty, staff and students, teaching schedules, research/grant funding and duration, and any strategic planning documents.
- Inappropriate and/or inefficient uses will be noted, such as vacancies, labs used for office space, offices or labs used for storage, study space or other non-office or lab functions, multiple offices for faculty or staff, space assigned to non-supported graduate students, or dead storage, as well as hazardous conditions.

11) Modifications to these Procedures

- Suggestions for modifications of these procedures can be submitted to any member of the Academic Affairs Space Committee. Modifications will be approved by majority vote of the committee.

Revised 10/21/2009