

# Division of Academic Affairs

## Academic Affairs Space Committee

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Academic Affairs Space Committee (AASC) and Guidelines for Office Space Allocation and Renovations

### **Executive Summary**

Following the university's policy on [space](#), the AASC will:

- Establish guidelines for the use of Academic Affairs space.
- Review Requests for space and renovations in adherence to rules and guidelines.
- Provide recommendations to Provost

### **Background**

In anticipation of increased faculty hiring and the overall need for space, Provost McMahan requested the creation of an Academic Affairs Space Committee to ensure the effective use of space across the division.

As such, all requests for renovation projects and all requests for space outside of the requestor's college must go through the Committee. Changes to "Space Type" within your unit must also be reviewed by the committee. Space or renovation requests submitted to Facilities Planning, Design and Construction, will be redirected to Academic Budget and Planning Office for the AASC to review.

### **Discussion**

Starting Winter 2019, the Division of Academic Affairs established the committee to have oversight on all space and renovation related items. This committee will consist of the following members:

- Chair of the Committee: Director for Academic Budget and Planning
- CAL Representative
- COE Representative
- CNS Representative
- CSBS Representative
- JHBC Representative
- CEGE Representative
- Library Representative
- PDC Representative
- ASUA Representative
- Graduate Studies Representative

- Staff Support

Representatives on the committee will have the following responsibilities:

- Attendance at monthly AASC meetings which occur on the 1<sup>st</sup> Tuesday of every month at 2:00 pm.
- Work collaboratively with other AASC committee members to address space and renovation issues.
- Present space or renovation requests for committee discussion.
- Relay information discussed at the AASC meeting to their respective Deans, Directors or AVPs.
- Facilitate space inventory changes by submitting the [Space Inventory Update Form](#) to ABP when there is a change in the assignment or use of space within their unit.
- Participate in the annual space inventory by reviewing the inventory provided by FPDC and providing updates. (The annual inventory process will be managed by ABP in consultation with FPDC and unit representatives.)

The committee will have the following responsibilities:

- Assess current space utilization
- Discuss submitted requests for new space and/or renovation of existing space.
- Analyze the current space and ensure other options have been explored.
- Vote on proposals to recommend for Provost's approval. Space requests approved by the Provost will be submitted to the university's Space Planning Advisory Committee (SPAC). Renovation requests approved by the Provost will be submitted to FPDC.

## **Guidelines for Office Space Allocation and Renovations**

### **Division of Academic Affairs**

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As space is a finite resource, it should be managed in a thoughtful manner that reflects changes in function and responsibilities. Office space and renovations for the Division of Academic Affairs' faculty, staff and students shall be overseen by the Academic Affairs Space Committee (AASC), in consultation with the Provost and Vice President for Academic Affairs. Consistent with the Chancellor's Office and Campus Space Policies, no unit, department or division "owns" the space that has been assigned to it. All University personnel are charged with ensuring the best use of space. University space resources should be utilized in the most efficient and effective manner to best serve programmatic and strategic goals.

#### **Existing Space**

In accordance with the university policy, the Provost and Vice President for Academic Affairs will be accountable for utilizing and ensuring that space that has been assigned to the division is being used in accordance with the designated purpose. In addition, the Provost and Vice President for Academic Affairs will have final approval of space and renovation issues within the Division of Academic Affairs.

Accountability is delegated to the Dean of each Academic College, the Pfau Library, & the Palm Desert Campus. All other non-academic unit space that is under the Division of Academic Affairs is under the purview of the Provost.

Project Proposal Forms for classroom space will be forwarded to Academic Scheduling. Issues related to classroom space must be reviewed by the Classroom Allocation Coordinators prior to review by the Academic Affairs Space Committee. Project Proposal Forms related to classroom space will then be presented by Academic Scheduling to the campus SPAC for review.

#### **Space Inventory Changes**

When there is a change to the use of current space, or a reassignment of space the designated space committee representative will inform Academic Budget and Planning by submitting a completed [Space Inventory Update Form](#).

Please submit completed forms to [AcademicBudgetandPlanning@csusb.edu](mailto:AcademicBudgetandPlanning@csusb.edu). ABP will consult with FPDC to ensure the inventory is updated.

#### **Space Requests**

Requests for space outside of the existing college or unit must be submitted to the AASC using the [Space Request Form](#).

The space request process is outlined in Appendix A. Please submit requests no later than two weeks prior to the scheduled monthly AASC meeting to [AcademicBudgetandPlanning@csusb.edu](mailto:AcademicBudgetandPlanning@csusb.edu).

## **Renovation Requests**

Requests for renovations must be submitted to the AASC using the [Project Proposal Form](#).

The renovation request process is outlined in Appendix B. Please submit requests no later than two weeks prior to the scheduled monthly AASC meeting to [AcademicBudgetandPlanning@csusb.edu](mailto:AcademicBudgetandPlanning@csusb.edu).

## **Priorities for Assignment of Faculty Offices**

Priority One:

- Tenure-line faculty (tenured, tenure-track) will have first priority for individual faculty offices.
- When available, full-time lecturers and visiting faculty who are teaching will be assigned an individual faculty office.

Priority Two:

- \*FERP (Faculty Early Retirement Program) faculty. When offices are available, FERP faculty will retain their current office for the duration of their FERP period. If individual offices are not available, FERP faculty will be asked to use shared office space.
- All part-time lecturers are expected to share office space.

The following space needs will be prioritized by the individual college or unit. Colleges and units are encouraged to develop priorities for space assignment through a college or unit space committee:

- Administrative support staff for colleges, departments, or programs.
- Administrative support staff for grants (internal or external)
- Emeritus faculty may have a shared office if available, particularly if they remain active with campus activities (such as supervising student research, teaching, etc.).
- Teaching associates are expected to share office space.
- Graduate assistants who are involved in teaching and research activities. Each College will strive to identify purposed space for graduate assistants to share.
- Non-teaching visitors may be assigned to a shared office when available.
- Storage. Any offices currently used for storage must be approved by AASC or repurposed.

Additionally:

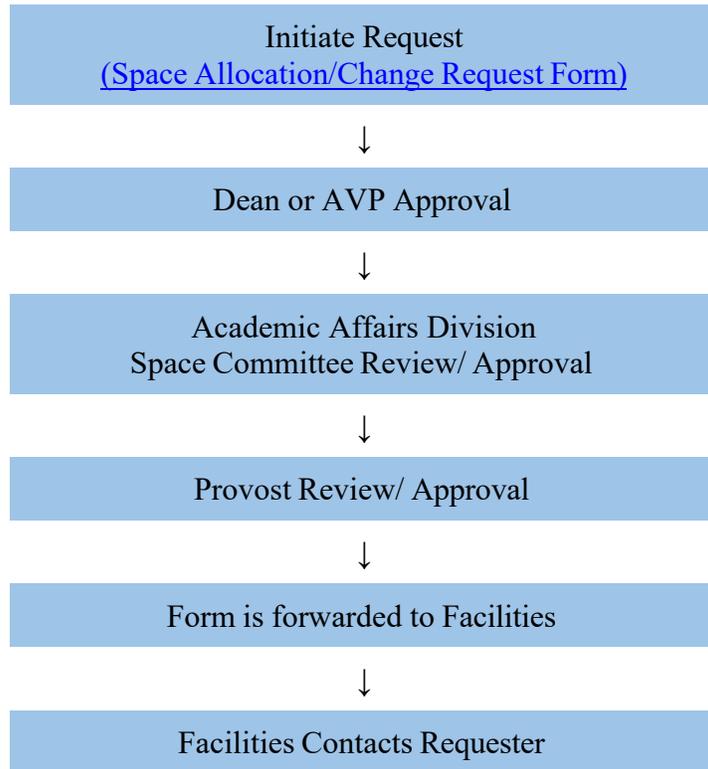
- No office space will be provided to those who no longer work for CSUSB, except for emeriti faculty who remain active on campus. Emeriti faculty will be assigned to shared office space if available.
- Assignment of multiple offices for faculty is not permitted for faculty who have full-time assignments as Chair, Director, etc. for an extended period. For part-time assignments or interim assignments, if inventory allows, faculty may keep both offices.

**Requests for exceptions to the aforementioned priorities must be made in writing to the Academic Affairs Space Committee and approved by the Provost and Vice President for Academic Affairs.**

\*Policy applies to those entering the FERP program beginning Fall 2019. Existing FERPers for each college will get a one-year extension upon approval of the policy.

Appendix A  
Space Allocation Process

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Appendix B  
Renovation Request Process

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