



**3344-90-01 University space.**

(A) Purpose

The purpose of this policy is to establish rules for the use, assignment, and reassignment of all university space including buildings, grounds, and facilities.

(B) Authority

(1) All university space at Cleveland state university is the property of the state of Ohio and is subject to all applicable state laws, regulations and rules. Ultimate authority for the allocation and use of university space rests with the president, who may review any actual or proposed allocation. The office of the provost routinely delegates allocation and control of all university space. The provost shall appoint a university space advisory committee to provide advice on issues related to academic space assignments. All campus buildings, facilities, and space,

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- (a) Analyzing current and future space requirements for all programs and units requesting space (re)allocation.
  - (b) Providing the provost and president with recommendations for procurement, programmatic space assignment, and space repurposing.
  - (c) Serving as record keeper for all space assignments.
  - (d) Developing and disseminating appropriate processes and procedures for making requests for space use and reassignment.
- (5) Space priorities and principles
- (a) Acknowledge that space is a limited resource that should be considered an integral component in program or unit planning similar to resource issues of budget, personnel, and equipment;
  - (b) Recognize the special space and facility support needs of ea097( spa)3(c)f1 0 5f1 0 5f1 0 5f1 0 5f1 0 5f1 0 5f1 0 5f1 0nB(e)

- (f) Program space analysis for current or new (re)allocation shall involve input from the university utilization across campus, in compliance with state-mandated categories.
- (g) Program space analysis for current or new (re)allocation shall be coordinated with all affected parties and shall address logistics, availability, infrastructure, cost, programmatic needs, efficiency, and effectiveness;
- (h) All affected parties should have input into space management requests/decisions;
- (i) All space use is subject to annual efficient evaluation with a possible outcome of a different use being prescribed; and
- (j) Some units and/or individuals may be subjected to a space-lease-productivity model if deemed appropriate or necessary by circumstances.

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