



## **Space Allocation Guidelines**

### ***1.0 Relevant Oklahoma State University Policies***

The Oklahoma State University Policy and Procedures state these relevant policies and procedures involving space:

1. 1-0111 General University: 1.02 The Office of Budget and Asset Management is charged with maintaining the University's Space Inventory and other designated information contained in OSU's Physical Facilities Inventory. Among other duties, Budget and Asset Management verifies how space is used throughout the University and provides information to the administration of OSU and to the Oklahoma State Board of Regents.
2. 1-0109 General University: 2.01 OSU Facilities Management and Long Range Facilities Planning are responsible for coordinating all activities related to alterations, renovations, and additions to existing OSU facilities, including all utilities, electrical, information technology, and irrigation systems.

Currently, the College of Education and Human Sciences maintains primary responsibility for space utilization and allocation in the following buildings: Aviation Flight Center (at Stillwater airport), Colvin Recreation Center (academic suite only), Human Sciences, Human Sciences West, Public Information Office (1<sup>st</sup> floor only), Scott Hall (2<sup>nd</sup> and 3<sup>rd</sup> floors), and Willard Hall.

All University requirements regarding safety, health, disabilities accommodations, fire regulations, security, etc., automatically apply to all space allocation guidelines and decisions, even if some guidelines below do not explicitly specify these requirements.

### ***2.0 College of Education and Human Sciences Guidelines for Space***

It is the expectation that each Department/School will incorporate the following guidelines as appropriate in establishing specific space policies for their department. Each Department/School may tailor their policies to fit the nature of the teaching, research, Extension/engagement, or service they conduct, which differs considerably across the College. Department/School space policies will be subject to review and approval by the Dean's Office.

### ***3.0 Departmental Research Space Allocation***

1. Each Department/School should supply adequate space for all active research projects. Funded projects may have priority over unfunded projects.
2. Departmental metrics such as research productivity, degree production, etc. should be primary considerations in research space allocation.

3. The sense of community should be also be considered in the assignment of research space. Namely, students and faculty with compatible interests should be put, whenever possible, in the same proximity.
4. Sharing of research space among compatible faculty and students should be rewarded with higher priority of Department/School support.
5. It is acceptable to have meeting space in labs which are shared by faculty.
6. Prime office space and laboratories should not be used for storage. Unheated and/or unlit space, pooled across faculty, should be used for long-term storage.
7. It is up to the faculty to use efficiently the space they are provided. Significant unused areas of laboratories, even if occupied with furniture and/or equipment, are assignable to faculty who need more space.
8. To facilitate assignment of usable space, surplusing of unused furniture and equipment should be conducted on an annual basis.

#### ***4.0 Departmental Teaching Space for GTAs and Teaching Labs***

1. Space should be provided for Graduate Teaching Assistants to meet with their students (during office hours). Such space is currently available in Scott Hall for all academic units.
2. Labs used only part time for instruction should accommodate other compatible activities to achieve full utilization of the space when possible.
3. Students working on assignments and projects, including undergraduate research projects, should be given flexible access to labs when feasible.

#### ***5.0 Faculty Offices***

1. Each Department/School Head will set in place its own priority system for assigning offices to full-time tenured/ tenure-track, Visiting Professors (all ranks), Research Faculty (all ranks), and Clinical Faculty (all ranks). Each faculty is ideally assigned one office. With this in mind, the following recommendations are offered:
  - a) Visiting Professors (all ranks) with active full-time duties may each be assigned one office.
  - b) Research Scientists and Post-docs should be accommodated in shared offices by the sponsoring Department/School.
  - c) Visiting Scientists/Scholars and occasional Lecturers may be assigned to shared offices. Single-office assignment to an individual is also an option.
  - d) Emeritus Faculty (all ranks). No space is automatically assigned, although a single common space may be allocated (if the faculty member is actually engaged in research or teaching, the Department/School can make allowances).
  - e) Adjunct Faculty. No space is normally assigned unless such individuals are teaching, in which case a shared office is acceptable.
  - f) Faculty are encouraged to use their offices for meetings when possible.

It is strongly recommended that each Department/School develop at least one “swing space” faculty office that could accommodate an unexpected hire.

#### ***6.0 Requests for Additional Space, Renovations, or Change of Use***

1. Each Department/School shall have the opportunity on a twice annual basis to request additional office or lab space, or change of use or renovation of existing space.
  - a. Proposals are due September 15 and March 15; proposals should be submitted as a pdf file to the College Director of Administrative Support Services.
2. This request shall be in the form of a formal proposal which states the nature of the request, justification for the request, and estimates of cost, if any. Even if the Department/School intends to fully cover the costs of the project, requests for approval of change of use of space must still be made.
  - a. Proposals should be reviewed, approved and signed by the Department/School Head prior to submission.
3. All requests will be reviewed by the Space Planning Advisory Group and recommendations subsequently made to the Dean of the College of Education and Human Sciences.
  - a. The Space Planning Advisory Group makes recommendations to the Dean of the College of Education and Human Sciences. More specifically, the group reviews outstanding space requests and proposals for space and recommends future assignments to the Dean.
  - b. The Space Planning Advisory Group will consist of four individuals: College Facilities Manager; Associate Dean for Research and Graduate Studies; one Department/School head; one faculty member.
  - c. The Dean of the College of Education and Human Sciences, with counsel and recommendations from the Space Advisory Group, will have final decision-making authority for space allocation and use.