I. Intent
On any university campus, demand will always exceed supply for two commodities: money and space. In response, ECU will plan and manage the utilization and allocation of space in a manner that aids equity, adequacy and productivity. As enrollment grows and programs expand at a time that state revenues are increasingly constrained, demands on space will be particularly acute.

II. Responsibility
Space is an asset owned by the University at large and its use is allocated to academic and administrative units under the authority of the Chancellor. In order to address changing and unmet space needs as well as to assure accountability for use, the University will allocate space based on analysis and evaluation of utilization. The Office of Campus Space Planning is charged with the oversight of guidelines and procedures for addressing space-related requests, and with the implementation of those procedures for the University.

III. Guidelines
Space allocations will be made with the following guidelines in mind, subject to availability of space with which to work.

A. Availability of safe and accessible teaching space to meet course offerings and curricular needs will be the highest priority;
B. Space allocation should support the overall educational mission of the university and unit;
C. UNC-GA Space Planning Standards prepared by Eva Klein & Associates in October 1998 will be used as a benchmark for assessing type and quantity of space allocated;
D. Periodic reviews will be made to ensure the best possible ongoing use of space;
E. Analyses of requests will include an assessment of the space presently available to the requester as well as its utilization. Audits will be performed as necessary;
F. Office space:
   1. Each full-time faculty member should have a private office;
   2. Privacy is more important than size of office space;
   3. A department head should have access to supervised staff;
   4. Faculty offices should be located as close as possible to classrooms and labs in the interest of convenience to students needing access to faculty between classes;
   5. Emeriti faculty will be assigned office space only when all other space needs are met. Such assignments are subject to periodic review.

IV. Priorities
Where demands exceed supply, programmatic priorities are established by the Chancellor and his administration. The space planning process described herein will aid in those
decisions by analysis and evaluation, and otherwise will implement space decisions in accordance with such priorities.

V. Organization
A. Office of Campus Space Planning
   Day-to-day responsibility for the implementation of these guidelines and procedures is assigned to the Office of Campus Space Planning. Campus Space Planning is also responsible for maintaining the space inventory, advising on the availability of space, and recording any and all changes in space and its use into the official facilities inventory at the Office of the President.

B. Space Allocation Committee
   The Space Allocation Committee is charged with establishing guidelines and procedures for addressing space-related requests, and with advising the Office of Campus Space Planning on significant or unusual requests that cannot be readily addressed within such guidelines and procedures. The committee is composed of 8 voting members:
   - The Director of Campus Space Planning, who will serve as chair;
   - The Registrar;
   - Appointed representatives of each of the divisions
     - Academic Affairs;
     - Student Life;
     - Research and Graduate Studies;
     - Administration and Finance;
   - An Associate Dean from one of the colleges, to be recommended by the chair for approval by the Provost;
   - One at-large member, to be appointed by the chair for a one-year term with the option of annual renewals.

   In addition to the above, a recording secretary will be appointed by the chair as a non-voting member.

C. The Brody School of Medicine’s Space Allocation and Reallocation Committee (SPARC,) advises the BSOM Dean and functions separately from this committee; currently there is no space committee serving the Health Sciences Division. The office of Campus Space Planning lends staff support to Health Sciences and SPARC, and the Director serves as a voting member of SPARC.

VI. Process
A. Requests for Space
   1. All requests for 1) new space, 2) reallocation of space, or 3) change in space use will be made by completion of a Space Allocation Request Form and submission to Campus Space Planning;
   2. Requests will be acknowledged upon receipt;
   3. If appropriate, Campus Space Planning will conduct an audit of the requestor’s existing space;
   4. Action
i. Pro forma space adjustments that do not change the purpose of the space involved and are otherwise consistent with the intent of these guidelines will be handled in an expedited manner by Campus Space Planning;

ii. Adjustments that are consistent with committee precedent and are otherwise consistent with the intent of these guidelines will be handled in an expedited manner by Campus Space Planning;

iii. Proposals for major space adjustments and otherwise unusual requests will be considered by the Space Allocation Committee. Recommendations of the Committee will be forwarded to the Provost for final approval on a selected basis;

B. Fall semester faculty additions: Office space for new faculty will be addressed via a university-wide plan, developed in collaboration with Academic Affairs, the Deans, the Space Allocation Committee and other parties as may be appropriate.

C. Occupancy of new or renovated space
   1. A space needs assessment will be made on units scheduled for new or renovated space immediately prior to move planning;
   2. Where new space will not be fully utilized in accordance with the planning standards cited above by units for whom it was originally planned, the excess may be allocated to other units in need;
   3. If existing space assigned to and occupied by units prior to a move cannot be shown to be fully utilized after the new or renovated space is occupied, the excess may be allocated to other units in need;
   4. When new construction and renovation creates vacancies in existing space, campus units will be given an opportunity to request use of that space.

D. Space Allocation requests for external and other special uses
   1. Such use will be addressed on a case by case basis;
   2. Full costs of the use of the space will be accounted for;
   3. All proposals for external funding must resolve space needs prior to implementation of an award.