

UNIVERSITY SPACE ALLOCATION/MODIFICATION COMMITTEE
4/10/2003, VP Business and Finance

I. COMPOSITION

VPBF – Chair
Provost/Designee
CPSA&EM/Designee
VPUA/Designee
Institutional Research Director (Ex Officio, non-voting)
Physical Plant Director (Ex Officio, non-voting)

II. CHANGE REQUEST PROCEDURE

The administrative head of the occupant's organizational unit or an administrator at a higher level in the same Vice Presidential area may submit a Request for Change of Occupancy or Use or Both ("Request"). The Request must contain information about the requesting unit and the space involved, a description of the change(s) requested, and a justification for the requested change(s). The Request must be sent in written or electronic format to the Vice President responsible for the requesting unit. As a matter of practice, Requests presented orally will not be accepted.

Evaluation of Requests:

Each Vice President will review all Requests received from within his/her area/ The Vice President will either accept the Request as sufficient for consideration or will return it to the requesting unit for additional information or justification. The Vice President may approve the Request if it meets all of these conditions:

- The requested change is within one building, AND
- The requested change does not involve any alteration of the Organizational Unit, AND
- The requested change does not involve any modification of the space involved, AND
- The change does not involve any other Vice President's division.

Requests approved by the Vice President will be forwarded to the Vice President of Business and Finance for presentation to the Committee as and information item.

Request beyond the purview of the Vice President will be submitted to the Space Allocation/Modification Committee for consideration. The Committee will consider each accepted Request and will forward it with a recommendation to the President's Cabinet for further consideration and action. The Committee will acknowledge to the requesting unit and the appropriate Vice President the disposition of each Request.

The President's Cabinet will review all Requests received from the Committee. The President's Cabinet will either approve or reject each Request. The Vice President of Business and Finance will inform the Facilities Inventory Office of each such Request that is approved by the President's Cabinet.