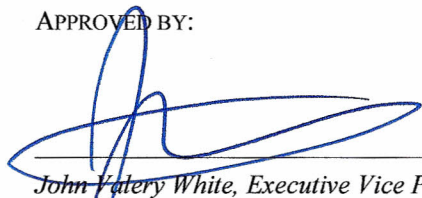




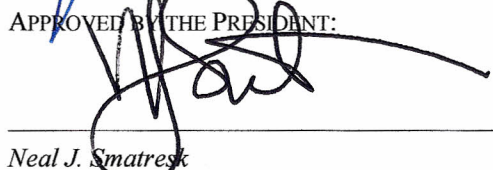
OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST

SPACE USE POLICY

RESPONSIBLE ADMINISTRATOR: EXECUTIVE VICE PRESIDENT AND PROVOST
RESPONSIBLE OFFICE(S): OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST
ORIGINALLY ISSUED: OCTOBER 2012
APPROVALS: APPROVED BY:



John Valery White, Executive Vice President & Provost 10/16/12
Date



Neal J. Smatresk 10/18/12
Date

REVISION DATE: NA

STATEMENT OF PURPOSE

The purpose of this policy is to state the university's position on the utilization of its space and to identify the required procedures and approvals for space allocation on all UNLV campuses.

ENTITIES AFFECTED BY THIS POLICY

UNLV personnel who utilize space are affected by this policy.

WHO SHOULD READ THIS POLICY

All UNLV personnel who plan to request the assignment, reassignment, or construction/renovation of space on a UNLV campus must read this policy and follow the required procedures before advancing their request to the UNLV Space Committee.

BACKGROUND

The Nevada System of Higher Education (NSHE) delegates to each institution the authority to control and manage its physical facilities in accordance with its mission, goals and needs. A guiding principle is that the university shall make the most efficient use of existing and new space.

The Space Committee is tasked with evaluating space use for the university and includes representatives from the following units on campus: Academic and Research Space; Academic Affairs; Registrar; Research and Graduate Studies; Planning and Construction; Facilities Management; Student Affairs; Information Technology; Office of Sponsored Programs; and the Faculty Senate.

Classrooms are either assigned to the "General Classroom Pool" (scheduled by the Registrar) or are assigned to departments (scheduled by the department of record). All "classroom space" is classified with a code that encompasses all classroom-type facilities, including traditional classrooms, technology classrooms, lecture halls, and seminar rooms. Laboratories where classes are taught (class lab space) are classified with a different code and scheduled by the departments to which they are assigned. Both classrooms and class labs are reviewed as part of the Space Utilization Study required by NSHE and presented biannually to the Board of Regents. Assignment of classroom and class lab space is designed to provide the best teaching and learning opportunities to all students at the university.

POLICY

The Executive Vice President and Provost has appointed the University Space Committee to oversee the assignment of space and its utilization by campus units that are subject to this policy. The committee then provides recommendations on space use to the Executive Vice President and Provost.

REQUESTS FOR CLASSROOM AND LAB SPACE UTILIZATION

To ensure that the university utilizes limited available teaching space effectively, all requests to convert or reassign scheduled classrooms, class labs and auditoriums to other types of uses must be submitted to the Space Committee for review.

REQUESTS FOR RENOVATION OF SPACE

Deans, directors, and unit leaders are responsible for the management of space assigned to their various departments and units, and must submit any planned change in space use that involves construction/renovation of space to the Space Committee for review prior to any changes being made. Requests to make any changes to interdisciplinary space, not under the jurisdiction of an individual unit, must also be submitted to the Space Committee for review.

REQUESTS FOR SPACE CONVERSIONS

Requests to convert or repurpose any space from one type of use to another must be submitted to the Space Committee for review and approval prior to any changes being made.

Procedures for requesting assignment, reassignment, or construction/renovation of classrooms or new or existing unit space are identified in the Space Request Process and can be found at <http://provost.unlv.edu/ARS/space-committee.html>. UNLV determines the appropriate assignment and use of all space and can reassign it as needed in accordance with its mission, goals, and needs.

RELATED DOCUMENTS

The Space Request Process can be found at: <http://provost.unlv.edu/ARS/space-committee.html>.

CONTACTS

Office of Academic and Research Space (702) 895-5408 <http://provost.unlv.edu/ARS/>

Office of Planning and Construction (702) 895-2500 <http://www.unlv.edu/plancon>

Office of Executive Vice President and Provost (702) 895-3301 <http://www.unlv.edu/provost>
