

SP012 Space Utilization

Policy Type: Administrative/Operations
Responsible Administrator: Kim Case,
Executive Director
Responsible Office: Space and Facilities Mgt

Originally Issued: April 21, 2021
Revision Date: May 4, 2023
Training Required: No
LCME Required: No

Approved by:



Marc J Kahn, MD, Dean

Date: May 4, 2023

Definitions

Office: A space housing faculty, staff, or students working at one or more desks, tables, or workstations.

Private office space is primarily allocated and assigned to Deans, Chairs, Clinical Administrators, Directors and Managers. Several factors are considered when determining appropriate working environments dedicated to personnel (i.e., private office or open-office/shared spaces).

- Job position, rank and classification
- Appointment – full-time, part-time, other
- Degree of document security required
- Extent of engaged team work
- Frequency of confidential communication, both in-person and over the phone
- Processing of confidential data
- Proximity to co-workers
- Supervisory and/or managerial responsibilities
- Volume of noise generated by work activities
- Pod or quiet room availability
- Reserved desk / private office options
- Collaborative space needs
- Show case certificates, awards and staff recognition
- Securing and accessing personal possessions in the work space

Classroom: A room or space used primarily for course instruction and is not tied to a specific subject or discipline by specific or space configuration.

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 room category code that encompasses all classroom-type facilities, including traditional classrooms, technology classrooms, lecture halls, and seminar rooms.

Class Lab Space: A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.

Laboratories where classes are taught (class lab space) are classified with a different code and scheduled by the departments to which they are assigned.

Classroom and Class Lab Space: 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.

Research Lab Space: A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activities within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

Other Space: Space such as conference, meeting rooms, break rooms, lounges and work rooms

Statement of Purpose

To set forth the Kirk Kerkorian School of Medicine at UNLV's (the school) position on the utilization of space allocation, renovations, and category changes in alignment with [UNLV Space Use Policy](#).

The Nevada System of Higher Education (NSHE) oversees all state -supported higher education in the U.S. State of Nevada. NSHE delegates to each institution the authority to control and manage its physical facilities in accordance with its mission, goals and needs. All the school leases are under the school and, therefore, must follow NSHE requirements. A guiding principle is that the school shall make the most efficient use of existing and new space.

The Dean of the Kirk Kerkorian School of Medicine has appointed the school Space Committee to oversee the assignment of space and its utilization by the school units that are subject to this policy. The committee then provides recommendations on space use to the Dean of the school. The school Space Committee includes representatives from the following the school and UNLV units:

THE SCHOOL: Space Management; Information Technology; and Finance.

UNLV: Planning and Construction; Real Estate; Space Management (if UNLV owned building)

Entities Affected By This Policy

This policy applies to all the school students, residents, faculty and staff.

Required Acknowledgement

All the school personnel who plan to request the assignment, reassignment, or construction/renovation of space in any school location must read this policy and follow the required procedures before advancing their request to the school Space Committee.

Policy

All the school personnel who plan to request the assignment, reassignment, or construction/renovation of space in a Kerkorian School of Medicine location must follow the required procedures before advancing their request to the Kerkorian School of Medicine Space Committee.

Related Documents

[SP012.1 Space Management Guiding Principles](#)
[SP012.2 Space Utilization Procedures](#)
[SP012.3 Space Request Workflow](#)
[Shared Services Intake Form For Space Request](#)
[UNLV Space Use Policy](#)

Contacts

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