

SP012.1 Space Management Guiding Principles & Procedures

Policy Type: Administrative/Operations
Revision Date: June 28, 2021

Training Required: No

Procedure, Guideline or Protocol

With the growing demand of Kirk Kerkorian School of Medicine at UNLV (KSOM) academic, clinical and research space, our need to ensure we utilize this valuable resource responsibly and effectively is paramount to our success. As our departments continue to grow in size and diversity of roles, so does the requirement for space type and quantity of space. Our goal is to collaboratively transition our culture to ensure our work environments are safe, comfortable and functional. Space Management is responsible for maintaining and reporting the academic, clinical, and research education facilities leased or owned by the university and ensuring efficient and effective space use.

We strive to be flexible, collaborative, and adaptable to ensure the maintenance of high quality and productiveness in our dedicated workspaces, and to support the KSOM's mission and vision to create a world-class center of excellence and innovation for medical education, patient care, and research facilities.

The following space guidelines are intended to provide an integrated approach to facility planning and space allocation. We recognize that we cannot cover every specific space scenario and these are basic guidelines that will continually be evaluated and revised as necessary.

Space Ownership

- The KSOM Dean retains the right to make determinations and/or approvals pertaining to space planning requests, room/office assignments and allocations of space for all medicine education, clinical and research facilities. Space requests must be reviewed and approved internally by the Dean or Chair of the respective Department prior to its submission to the Space Management Department.
- Space is ultimately controlled by UNLV. Space is a highly valued and costly resource that is to be managed responsibly to support the mission of our education, clinical and research facilities. UNLV may at times make changes to KSOM space directly or indirectly.

Space As A Shared Resource

- Use space effectively and be proactive in planning processes with attention to efficiency, fiscal responsibility, flexibility, and functional space needs. Space is shared practically and usage procedures must be developed and honored for multiple people and departments to utilize.
- Annual reviews of space occupancy and utilization may result in the reallocation of space in order to maximize use and meet UNLV priorities.
- Within each department, full time faculty have priority consideration over enclosed office space on campus before placing staff administrators, students, or trainees in office spaces.
- Space allocations should be discussed openly with all parties involved and/or impacted. Decisions should be forthright and communicated in a respectful manner to all employees involved.

Space Allocation & Utilization

Values and Goals for Managing our Cultural Change

1. Realign institutional and individual goals by identifying appropriate working practices and how space can support these.
2. Engage users and encourage each department to assign a space champion to be part of space management committee.
3. Identify office situations in academic office space and understand occupant's preferences and needs to work in the future.
4. Invest in effective design by taking time to strategically plan changing space use and achieving the goals of the departments.
5. Always think about effectiveness and efficiency to keep focus on resources and outcomes.
6. Department control over space assignment is crucial to managing department resources and maintaining accountability. Departments have authority to determine appropriate workspace assignments based on operational needs (i.e. time spent in location, remote work schedules, etc).
7. Redesigning or reallocating existing space of mostly private offices to shared offices will require leadership support, strategic planning and a commitment to the institutional goals.

Office Space Facility Use – Future Objectives

Private Office Priority

1. Private office space is primarily allocated and assigned to Deans, Chairs, Clinical Administrators, Directors and Managers.
2. Academic full-time faculty positions
3. Professional administrative full-time faculty positions

Shared Office

1. Classified: Administrative, and Technical positions
2. Part-time faculty
3. Part-time Instructors, graduate assistants, and student employees
4. Emeritus Faculty
5. Examples of shared space:
 - Part-time instructors, graduate assistants and student employees are not granted individual offices and should always share space.
 - Employees who are telecommuting need to be accommodated within the current space assignments of the department and in most cases should only be assigned shared space.
 - Under typical circumstances, administrative and support staff do not require private office space.
 - Shared space can be 2 – 10 workstations and be assignable.
 - Hoteling or touch down space is unassignable and includes amenities to charge devices and have internet connection.
 - Reserved private office space is managed by each department.

Multiple Office Assignments

This section addresses the practice of assigning second offices to faculty engaged in research, centers and institutes, administrative positions or as department chairs. The KSOM allows one primary office and no secondary offices unless approved by the dean. If a secondary office is warranted, a shared office or touch down station should be made available when possible.

Research

Full-time faculty may have an office in their research lab or in their department but not both. When possible, some type of shared workspace arrangement will be made available when working away from their office. The reassignment of multiple offices will be made at the division level or if necessary, considered by the KSOM Space Committee and recommended to assigned leadership.

Department Chairs

Full-time faculty serving as department chairs will be housed in department chair offices if provided or remain in their faculty office. If a department chair office is provided, their faculty office could be temporarily or permanently reassigned.

Exceptions

Exceptions to these practices should be rare and will be reviewed by the KSOM Space Committee which submits recommendations to the assigned leadership for final approval.

Office Space Type Guidelines

Several factors are considered when determining appropriate working environments dedicated to personnel (i.e., private office or open-office/shared spaces).

Factors for consideration of the decision process are listed below:

- 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 casing certificates, awards and staff recognition
- Securing and accessing personal possessions in the work space

Office Space Types (Typical Examples)

Position	Space Type
Administrative Assistant	shared space, open reception
Assistant Professor	shared space, work station
Chair, Dean, Director, Clinic Administrator, Manager, Associate Professor, Full-Time Professor	private space
Clinical Fellow	work station, hotel space / drop down near clinic
Data Analyst	private space, or shared as appropriate
Executive Assistant	private space, or shared as appropriate
Research Fellow	work station
Research staff, Clinical Coordinators	desk, shared space, work station
Residency Clerkship	private space, or shared as appropriate
Residents	work station, hotel space / drop in
Student Worker	desk, shared space

Renovations

Requests to be submitted through a [Shared Services Intake Form](#):

In an effort to coordinate and prioritize the physical changes throughout the KSOM, all requests for renovations (regardless of funding source) are to be sent to KSOM Space Management. Requests will be reviewed with consideration of the following:

- Support of the University mission and initiatives
- Alignment with the Universities' strategic plan
- Availability of funds by the requesting department.
- Repurposing or enhancement of research space, inter-disciplinary space, and/or other shared space collaborations.
- Availability of swing space (if applicable). Thus, when a department renovates their own spaces, they have somewhere to locate their personnel temporarily.
- Proposal to cost-share
- Approval from Chair or Department Head and Executive Sponsorship

Department approved project renovations will be initiated with KSOM Space Management by the submission of a [Shared Services Intake Form](#) through the Help Desk. Space Management will review the request in coordination with the requesting department. Space Management will verify the requested renovation space belongs to the department making the request and submit appropriate work orders through UNLV Planning and Construction for oversight.

Relocations

Departments have the flexibility of relocating their faculty and staff as necessary, which allows the departments a degree of control in managing their assigned spaces. Equally important, it allows each department to be accountable for their relocation costs. However, it is important to inform Space Management of changes so updates can be made to the space management database and office signs can be updated accordingly. For inter-office moves, complete a [Shared Services Intake Form](#); however, signatures are not required.

- **Single staff** move from one building/department to another requires [Shared Services Intake Form](#)
- **Multiple staff** moves from one building/department to another requires [Shared Services Intake Form](#)

For multiple moves (2 or more) to other buildings/departments submits the [Shared Services Intake Form](#) and may attach the criteria list to the request form.

Temporary Moves

There are times when a department needs to move temporarily. If you are moving to another location for a short period of time and then moving back into your original space, submit a [Shared Services Intake Form](#) prior to when the move takes place as well as when you move back into your original space. This is an important step to ensure the shared operations IT and Facilities teams can support your moves.

Acquiring New Space

At times, moves/renovations happen and a different department may become the new occupant of a space. If a department requires new space, a [Shared Services Intake Form](#) should be submitted to initiate the project.

Requests will be reviewed by Space Management with many of the same considerations listed above for renovations. Every effort is made to honor space requests; however, at times, it may be difficult for Space Management to accommodate additional space that is requested and will need to be considered by the Chair, Department Head and Deans if additional leased space is needed.

References

[Shared Services Intake Form](#)