

SAP 51.99.99.T0.01 Space Governance



Effective: September 18, 2022
Next Scheduled Review: September 18, 2027

Procedure Summary

Space is a critical and finite resource owned by the University. Effective allocation and utilization of space is therefore crucial to the continued success and strategic growth of Tarleton State University. This Standard Administrative Procedure (SAP) has been developed to establish the organizational structure that governs space use at Tarleton State University in order to ensure that space-related decisions are aligned with the University’s mission, strategic plan, priorities, and available resources.

This SAP does not supersede relevant guidance contained in System Policy sections *41 – Real Property* or *51 – Facilities, Planning and Construction*.

Definitions

Research Space - Research space refers collectively to wet lab or dry lab space assigned to faculty members, researchers, and other personnel to conduct their research activities.

Teaching Space – Includes classroom and class lab spaces used predominantly for the purposes of instruction.

Office Space – Understood to include private offices, open office work areas and conference rooms used for administrative or academic purposes.

Event Space – This refers to any space, academic or non-academic, that is regularly scheduled for events. Specific space types are outlined in section 2 of “*SAP 51.99.99.T0.03 Event Space & Facilities Use Guidelines*”

Processes and Responsibilities

1. AUTHORITIES

- 1.1. Ultimate authority for all space-related decisions resides with the President of the University

- 1.2. The President delegates responsibility to make policy, procedure & guideline recommendations on the strategic and operational uses of space to the University Space Committee through an Executive Council.
- 1.3. The President also delegates the authority to make certain final space-related decisions to the Executive Council while retaining authority for the allocation of all university space.

2. UNIVERSITY SPACE COMMITTEE

2.1. Structure and Membership

2.1.1. The University Space Committee consists of the following members or their designees:

2.1.1.1. Executive Vice President and Chief Financial Officer (chair)

2.1.1.2. Provost and Executive Vice President of Academic Affairs

2.1.1.3. Vice President for Research, Innovation and Economic Development

2.1.1.4. Vice President for Student Affairs

2.1.1.5. Vice President for Global, Community and First-Gen Initiatives

2.1.1.6. Vice President for Intercollegiate Athletics

2.1.1.7. Vice President for Institutional Advancement

2.1.1.8. Vice President for External Operations

2.1.1.9. Vice President of University Relations

2.1.1.10. Vice President of Enrollment Management

2.1.1.11. Faculty Senate Representative

2.1.1.12. Chief Information Officer

2.1.2. The chair may designate a co-chair to support committee oversight responsibilities and staff member(s) to support administrative tasks.

2.1.3. Representatives of the following offices and functional areas may periodically be asked to serve as resources to the University Space Committee in an ex officio, non-voting capacity:

2.1.3.1. Registrar's Office

2.1.3.2. Campus Operations

2.1.4. The University Space Committee may elect to form working groups; alter scope, structure, or responsibilities of a working group; or dissolve a working group.

2.2. Roles and Responsibilities

2.2.1. The University Space Committee will be responsible for regular data review and policy, procedure and guideline development in the following specific areas:

2.2.1.1. Teaching Space: Classrooms and Class Labs

2.2.1.2. Research Space

2.2.1.3. Office Space

2.2.1.4. Event Space & Facilities Use

2.2.2. The University Space Committee will regularly review space data reports and analyses to form recommendations for more efficient and effective use of space

2.2.3. In addition to data review, the University Space Committee, should communicate and engage with stakeholders as appropriate to facilitate an understanding of space utilization goals and performance across Tarleton State University and inform the development of recommendations for policies, procedures and guidelines

2.2.4. The University Space Committee will send recommendations to the Executive Council for space policies, procedures, and guidelines that ensure the strategic utilization of space

2.3. Meeting Cadence

2.3.1. The University Space Committee meets monthly when needed. Some committee work may be accomplished by electronic means with the involvement of the majority of membership. A calendar of tasks associated with data review is proposed in Appendix A.

3. EXECUTIVE COUNCIL

3.1. Structure & Membership

3.1.1. The membership of the Executive Council includes the following members:

3.1.1.1. Executive Vice President and Chief Financial Officer

3.1.1.2. Provost and Executive Vice President of Academic Affairs

3.2. Roles and Responsibilities

- 3.2.1. The Executive Council reviews and determines a final status for the policy recommendations of the University Space Committee. Decisions may be escalated to the President on an as-needed basis.
- 3.2.2. The Executive Council also reviews and determines a final status for requests related to new space, renovation to existing space that moves a wall, or space use change. Decisions may be escalated to the President on an as-needed basis.
 - 3.2.2.1. All such requests must be routed to the Executive Council after a review by relevant subject matter experts in Campus Operations including the Space Utilization Specialist and are subject to the relevant policies developed by the University Space Committee.

3.3. Meeting Cadence

- 3.3.1. The Executive Council meets monthly when needed. Council work may be accomplished by electronic means or in-person as appropriate.
- 3.3.2. At the discretion of the members, the Executive Council may be convened at any time to resolve open issues as needed.

4. ADDITIONAL ROLES AND RESPONSIBILITIES

4.1. Vice Presidents

- 4.1.1. Assign existing space in its current configuration and utilization to departments that has been allocated to their respective unit.
- 4.1.2. Review and approve renovation requests within their administrative unit that do not cross the thresholds defined in 3.2.2
- 4.1.3. Review space usage of their administrative unit on an annual or as needed basis.
- 4.1.4. Advocate and engage as appropriate with the University Space Committee to represent the interests of their unit.

4.2. Deans

- 4.2.1. Assign space to departments that has been allocated to their respective unit
- 4.2.2. Implement and manage the distribution of research space per institutional guidelines
- 4.2.3. Review space usage of their academic unit on an annual or as needed basis

- 4.2.4. Approve renovation requests made within their academic unit.
- 4.3. Department Chairs
 - 4.3.1. Assign existing space in its current configuration and utilization to departments that has been allocated to their respective unit.
 - 4.3.2. Prepare space requests and submit to the College Dean
 - 4.3.3. Confirm department space during periodic space audits
 - 4.3.4. Implement and manage the distribution of research space, per institutional guidelines
 - 4.3.5. Review space usage on an annual or as needed basis
 - 4.3.6. Prepare requests for space renovations and associated funding
 - 4.3.7. Manage class schedule with the guidance provided by the Office of the Registrar to optimize the use of available classroom space, seats and hours of instruction
- 4.4. Faculty and Staff Members
 - 4.4.1. Efficiently and effectively utilize the space assigned to you and your department
 - 4.4.2. Communicate current and future space needs / requirements to their Department Chair or unit leader
 - 4.4.3. Contribute to the assessment of space quality as appropriate by reporting maintenance needs through approved channels
 - 4.4.4. Provide input on space-related issues via the Faculty Senate member of the University Space Committee or Division Representative.
- 4.5. Space Utilization Specialist
 - 4.5.1. Serve as data steward for campus space data
 - 4.5.2. Maintain the master space data for Tarleton including building attributes, space attributes and floor plan data
 - 4.5.3. Coordinate regular verification processes including THECB building inventory audits and annual internal building utilization verifications
 - 4.5.4. Coordinate data reporting for the University Space Committee to inform their understanding of space allocation and utilization at Tarleton

4.5.5. Manage the space request process

4.6. Building Coordinators

4.6.1. Serve as a point of contact for Campus Operations representing designated space(s) within Tarleton buildings

4.6.2. Distribute important communications regarding facilities updates to unit and/or building employees as appropriate. This includes things like outage notifications and updates about construction or renovation work.

4.6.3. Respond to requests from the Space Utilization Specialist about the use of designated space(s).

Related Statutes, Policies, or Requirements

[System Policy 41.01, Real Property](#)

[System Policy 51.01, Capital Planning](#)

[System Policy 51.02, Selection of Architect/Engineer Design Team and Construction Contractor](#)

[System Policy 51.04, Delegations of Authority on Construction Projects](#)

Contact Office

Finance and Administration
254-968-9877

Appendix A

A calendar of tasks associated with data review by the University Space Committee is proposed below.

- Twice annual (Spring, Fall) review of census data related to classroom utilization reporting to THECB
- Annual review of research space utilization
- Annual review of non-academic event space utilization
- Annual review of office space utilization
- Regular review of the policies which govern the work to be accomplished by the University Space Committee and the Executive Council
- As needed, provide guidance to inform decision making related to major renovations and construction projects that have the potential to impact the quality and quantity of space available.
 - For example, what size classroom is most needed if given the opportunity to add to the inventory.