

Policy Number: 2018-02
Effective Date: 10/29/2018
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Applicability: Financial Managers

Purpose

All space associated with the buildings and land on campus belongs to Lehigh University as a whole and is considered a finite and valuable resource. Therefore, the current occupants of a space neither own the space nor have sole control over its use. Proper utilization of this space is critical to achieving our strategic plan and in responding to future needs. As a result, the assignment and reassignment of space is continually under review in relationship to both short-term and long-term university goals. This policy outlines the process to be followed in requesting and assigning space.

I. DEFINITIONS

- Applicant – The individual submitting a space assignment request.
- Long-term Space Assignment Request – A request for the reallocation of space as a result of academic program or staffing changes requiring departmental approval. See Section IV of this document for additional information.
- Temporary Space Assignment Request – A request for altering the built environment (interior or exterior) at the university for a duration of one year or less. These projects include artwork, built structures, pavilions, tents, plantings and grant funded student projects. (A separate university policy addresses temporary signage and banners).
- Unit – Any entity operating with a designated level of authority within the governing structure of the university – i.e., a college, department, program, etc.

II. ROLES AND RESPONSIBILITIES

Applicant

The applicant is responsible for completing and submitting the Space Assignment Request Form on behalf of his/her unit.

Facilities

This department maintains a database of space information pertaining to university physical assets, works with faculty, staff and students to implement improvements to meet programmatic needs and assists the Space Committee in reviewing space requests. The office of Facilities assists applicants in defining programmatic needs and the associated space requirements, providing information to support space requests and identifying alternative plans to address space needs.

Space Planning Committee

A committee has been established to review requests for space assignments and allocations. The Space Committee meets on a regular basis and is chaired by the Provost and VP of Finance. The Provost has final authority regarding allocation of academic space, and the VPFA has authority over allocation of administrative and non-academic space.

LEHIGH UNIVERSITY SPACE PLANNING COMMITTEE	
Co-Chairs	Provost and Vice President for Academic Affairs
	Vice President for Finance and Administration
Members:	Dean, P.C. Rossin College of Engineering and Applied Science
	Dean, College of Education
	Vice Provost for Student Affairs
	Executive Director of University Business Services
	Director of Real Estate Services
	Vice President for University Communications and Public Affairs
	Vice Provost for Creative Inquiry
	Dean, College of Business and Economics
	Dean, College of Health
	Vice President and Assoc. Provost for Research & Graduate Studies
	Dean of Athletics
	Associate VP of Facilities / University Architect
	Vice Provost for Library and Technology Services
	Dean, College of Arts and Sciences
	Assistant Provost for Academic Affairs and Registrar
	Sr. Assoc. Dean for Research
	Director of Planning, Design and Construction
	Associate Director of Planning

III. REVIEW OF REQUESTS FOR SPACE

The following activities require review of a space request:

- Commitment of space as part of a contractual obligation (i.e., new hire, grant application) or a new programmatic initiative
- Requests for Additional Space
- Requests for Space Reassignments or Change of Function
- Requests for Creation or Reuse of Vacant Space
- Requests for Leased Space Off-Campus
- Temporary Space Assignment Request

NOTE: The process of assigning a new person to the same space as his/her predecessor is not an activity requiring the review of a space request.

IV. EVALUATION CRITERIA

Space requests will be reviewed in accordance with the following criteria:

1. Overriding Principles

- Space assignments shall be consistent with the goals and objectives of the university's Strategic and Campus Master Plans and any unit's strategic plan.
- Any space under evaluation must be efficiently suited to its intended purpose, including its ability to meet accessibility, safety, design, construction, maintenance and cost benefit standards.
- Space is allocated to units of the university, not to individuals. No space assignment is permanent.
- Space assignments will strive to support the functional needs of all academic, administrative and student units.
- To the greatest extent possible, programmatically connected activities will be located in close proximity to each other.
- Shared, open concept, collaborative and multi-purpose spaces are encouraged to support flexibility in usage.
- The ability of existing spaces to accommodate a request shall be evaluated before a major renovation or construction project is considered.
- Priority will be given to space assignments with funding in place over those with pending or no funding.
- The utilization of existing space will be periodically reviewed to identify the need for reallocation or improvements.
- Space scheduling practices and other metrics may be used to assign spaces and help determine if a space is underutilized. Underutilized space may be reassigned.
- High priority will be given to academic and student spaces on central campus and administrative spaces located out of central campus.

A unit's record of efficient space utilization and space usage reporting (timeliness, completeness and accuracy) may be taken into consideration in reviewing new requests for space assignments.

- Units may not reserve vacant space in anticipation of future use or assignment without confirmation of commitment for program, faculty or grant relevant to use of designated space

2. Evaluation of Temporary Commitments of Space

- No temporary commitment of space shall be obligated without the submission of the following information for review:
 - A brief written description
 - A site plan or sketch showing the proposed project location
 - Images or renderings sufficient to explain the proposed project's visual appearance
 - The amount and source of approved funding
 - A plan for the eventual removal of the project

- A temporary commitment of space will be reviewed and approved based upon the extent to which it:
 - Supports the academic and institutional mission
 - Enhances the built environment
 - Conforms to the Exterior Design Guidelines
 - Adheres to all municipal and building codes
3. Evaluation of Permanent Commitments of Space
- No new program, faculty, grant or other contract requiring a commitment of space shall be obligated without the submission of the following information for review:
 - The deadline for finalizing the commitment
 - The proposed activities and preferred location of the space
 - The specialized characteristics of the space needed to support the proposed activities
 - The length of time the space will be needed
 - The timeline, cost and funding for preparing the preferred location for use
 - Any other relevant data or contractual terms
 - The review of space commitment requests will be fast-tracked to provide feedback prior to the identified deadline.
4. Evaluation of Requests for Instructional Space
- The preservation of classrooms and other teaching facilities is given priority over all other uses of space. The reallocation of instructional spaces for other purposes is discouraged.
5. Evaluation of Requests for Office and Office Service Space
- Adequate office space should be provided to allow individuals to properly perform their duties.
 - In general, individuals will only be assigned one office.
 - Supervisors will be located in close proximity to their staff.
 - Emeritus faculty will be asked to relinquish office space to accommodate higher priority needs.
6. Evaluation of Request for Research and Related Support Space
- Space is allocated to support research activities, not individuals.
 - Requests for the reassignment of research space shall be accompanied by a list of any existing furnishings or equipment to be displaced by the reassignment process.
 - Upon approval of the dean, shared office space may be provided, at a lower priority, for an Emeritus faculty member actively engaged in research in keeping with the university's and unit's strategic plans.
 - Desk space is to be provided for students working in laboratories, outside the research lab wherever possible or where safety needs dictate. Desk areas should be aggregated when practical to accommodate variations in usage by individual labs.
7. Evaluation of Request for Creation or Reuse of Vacant Space
- Space evacuated due to the elimination or reduction in size of a unit, its programs or staff shall be returned to the university's inventory of vacant space. Space vacated by a unit, whether from the reduction, relocation, or elimination of programs or staff, shall be returned to the

University's inventory of vacant space. A unit is not precluded from maintaining the space but is required to do so via the space request process.

- A feasibility study will be performed by Facilities to assist the Space Committee in determining the best possible uses of vacant space prior to assigning the space.
- The university may maintain a certain amount of vacant space to be used as “swing space” to provide quarters for units temporarily displaced by construction projects.

8. Allocation of Residential Space

- The dormitory room provided to a student shall be of sufficient size to accommodate a bed, desk, chair, dresser and a closet or wardrobe.
- Service and support spaces may include kitchen, laundry and vending areas.

V. PROCESS FOR SUBMITTING A REQUEST FOR SPACE

1. Planning for Space Needs

Applicants shall contact the office of Facilities to discuss a space assignment project at least one month prior to submission of a space request. Facilities staff will meet with the applicant to discuss the unit's space needs and suggest possible options based upon available space. This discussion will include a review of Facilities database of information on the unit's current space utilization and programming goals.

2. Submission of Space Request

Space requests shall be submitted to the office of Facilities using the contact information provided on the Space Assignment Request Form for distribution to the Space Committee members. All space requests must be received by the first of the month to be reviewed at the following Space Planning Committee meeting. Incomplete submissions will be returned to the applicant noting the missing information to be provided.

3. Timeline for Space Committee Review

The University Architect will notify an applicant of the date and time of the meeting at which the request will be reviewed (typically the next regularly scheduled meeting). The committee reserves the right to ask for additional information from the applicant and/or Facilities in order to evaluate a request and shall not act on a request until the additional information has been provided. The University Architect will inform the applicant of the anticipated timeline for a committee decision and will communicate any questions, concerns or comments and the Committee's final decision.

4. Implementation of Approved Request

The schedule for implementing approved space requests depends upon the nature and complexity of the request. Once a space request has been approved, if renovation work is required, the applicant will need to fill out a Project Request Form found on the Facilities website requesting the desired work. Project Request may be submitted simultaneously if necessary to expedite process and initiate cost review.

VI. STANDARDS FOR SPACE ALLOCATION (SF)

Type of Lehigh University Room Occupant	Space Type	Recommended NASF
Department Head, Chair and Center Director	Office	175 to 225 SF (15'-12' x 15')
Faculty and Staff	Office	*120 SF (10' x 12')
Full-Time Research Scientist	Office	*120 SF (10' x 12')
Part-Time Faculty and Staff	Shared Office	45-50 SF per person
Graduate Students	Office	45-50 SF with dean's approval
Instructional Laboratory (max 20-24 students)	Class Lab	30-40 SF per person
**Research Laboratory	Wet Damp Computational	240 SF per group member 220 SF per group member 120 SF per group member
Lab-Supported Student	Desk	45-50 NASF per student
Dormitory Room – Single Occupancy	Residential	136 sq. ft. total
Dormitory Room – Double Occupancy	Residential	137-200 sq. ft. total
Dormitory Room – Triple Occupancy	Residential	201-300 sq. ft. total
Dormitory Room – Quad Occupancy	Residential	301 sq. ft. or > total

*One workroom (120 SF) will be provided for every four to six offices for meeting areas

**Space is for bench space only. Equivalent core support spaces would be accounted for based on lab type, existing support space, and research type