

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**

- Requester – 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**

### **Requester**

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

### **Facilities**

This department maintains a GIS 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 Planning Committee in reviewing space requests. LU 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. The Space Planning Committee meets on a regular basis.

LEHIGH UNIVERSITY SPACE PLANNING COMMITTEE	
Co-Chairs:	Provost and Vice President for Academic Affairs
	Vice President for Finance and Administration
Members:	Dean of Athletics
	Dean, College of Arts and Sciences
	Dean, College of Business
	Dean, College of Education
	Dean, College of Health
	Dean, P.C. Rossin College of Engineering and Applied Science
	Associate Dean for Research
	Deputy Provost for Undergraduate Education
	Deputy Provost for Graduate Education
	Vice Provost for Creative Inquiry
	Vice Provost for Library and Technology Services
	Vice Provost for Research
	Associate Vice Provost for Research
	Vice President of Strategic Planning and Initiatives
	Vice President for Student Affairs
	Vice President, University Communications and Public Affairs
	Associate Vice President for Auxiliary Services
	Associate Vice President for Facilities and Campus Planning
	Director, Building and Utility Systems, Facilities
	Director of Planning, Design and Construction, Facilities
	Associate Director of Planning, Facilities (SPC Convenor)
	Space Information Manager, Facilities
	University Registrar
	Director of Administration, Office of the Provost
	Director of Environmental Health & Safety
	Administrative Director, OIA
	Accommodations Specialist, HR

### III. REVIEW OF REQUESTS FOR SPACE

The following activities require review of a Space Assignment Request Form:

- 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, rather an Employee Relocation Form shall be completed via the LU Facilities website.

#### 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 exterior 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 interior 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 Design Standards and Guidelines
    - Adheres to all municipal and building codes
3. Evaluation of Long-term 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
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.
  - Any staff member on campus less than three days per week may be provided a shared workspace, not a dedicated workspace.
  - 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 Space Planning Committee, 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 vacated 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.

- A feasibility study will be performed by Facilities to assist the Space Planning 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

Requesters shall plan enough time to collect all required information and signatures. All signed space requests must be received by the 1<sup>st</sup> of the month for inclusion on that month’s Space Planning Committee meeting agenda. If a request involves a laboratory space, a Lab Planning Information Form must be submitted concurrently via the LU Facilities website. Any space requests for the HST building require additional approval from the HST Building Management Committee and will be forwarded to them for review. This may result in extra processing time.

#### 2. Submission of Space Request

Space requests shall be submitted to LU Facilities using the digital Space Assignment Request Form via the Facilities website. Incomplete or unsigned submissions will be returned to the requester noting the missing information to be provided. Facilities staff will review the request to evaluate the unit’s space needs and suggest possible options based upon available space. This assessment will include a review of Facilities database of information on the unit’s current space utilization and programming goals.

#### 3. Timeline for Space Committee Review

Requesters will be notified 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. A Committee representative will inform the requester 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 requester will need to fill out a Project Request Form found on the Facilities website requesting the desired work.

## VI. STANDARDS FOR SPACE ALLOCATION (SF)

Type of Lehigh University Room Occupant	Space Type	Recommended NASF (as available)
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/Postdoc	Shared Office	*120 SF (10' x 12')
Part-Time Faculty and Staff	Shared Office	45-50 SF per person
Fully Remote Staff	None	None
Graduate Students	Shared 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

\*\*\* Any staff member on campus less than three days per week may be provided a shared workspace, not a dedicated workspace.