UNIVERSITY POLICY AA- 01.01 - 05/01

TO: The University of West Florida Community

FROM: Dr. Morris L. Marx, President

SUBJECT: Assignment and Utilization of Space

Policy/Purpose: To articulate UWF policy and procedures concerning effective assignment and utilization of interior and exterior spaces.

All indoor and outdoor space that is owned or controlled by the University is considered University space and is subject to assignment by the Space Utilization Committee for specified use by a designated University department/functional unit. In turn, the division, college/school, or department administrator is responsible for effective use of all space assigned to the user and must submit requests for changes, including physical alterations, relocations, space capacities, room function, and accountability issues, in accordance with the procedures available in the Department of Architectural and Engineering Services.

Space assignments will be made only after consultation with all divisions, colleges/schools, departments, and other agencies known to be impacted or concerned. No assignment becomes final until written notice has been provided to the deans, department chairpersons, administrative officials, and college/school officers impacted by the decision and; due consideration of any objections or questions raised by any of these persons. Conflicts will be resolved by the Space Utilization Committee, subject to appeal to the Provost and VP, Administrative Affairs with final appeal to the President. Decisions reached after appeal will become final three days after they are made.

Space assignments are not permanent. However, efforts will be made to avoid the reassignment of space unless it is the active desire of the occupants to be moved and/or change of space created by a program makes it impractical for reassignment.

The comprehensive source for individualized procedures relating to the assignment, utilization and renovation of space can be obtained from the Chair of the Space Utilization Committee or the Department of Architectural and Engineering Services.

APPROVED: [Signature]

DATE: 5/01

Dr. Morris L. Marx

6/11/02