



University of Massachusetts Lowell

Policy Title:	Space Assignment Policy
Policy Number:	FM-3-113
Effective Date:	September 2018
Responsible Position:	Provost, Senior Vice Chancellor, and Vice Chancellor for Research & Innovation

I. Policy Statement

One of the natural implications of a growing and thriving academic institution is complexity around the assignment and reassignment of physical space in campus buildings. UMass Lowell has benefited from an effective Space Committee advising the Executive Cabinet through a period of significant and substantial expansion over the past several years. That process was aided by the addition of over two million square feet of new campus buildings over the past decade. As the campus looks to the future, efforts to improve facilities, attain desirable adjacencies, and modernize our resources for teaching and research will continue, but with a relative emphasis on renovating and refreshing existing space to maximize utility as opposed to adding new buildings. Where possible, efforts will be made to develop shared research and teaching labs to encourage interdisciplinary collaboration, sharing of equipment and staff, interaction of students, and effective use of space to adjust to continuously evolving needs.

II. Purpose

This policy provides clarity and guidance to as to the responsibilities and procedures for the assignment and reassignment of space in campus buildings and other facilities.

III. Scope

This policy provides clarity and guidance to as to the responsibilities and procedures for the assignment and reassignment of space in campus buildings and other facilities.

IV. Definitions

Space governed by this policy includes all physical facilities resources on the campus, including both leased and owned property, and all functional use classifications. Most space is located within buildings, but assignable space may also include outdoor areas, specialized structures, and similar facilities.

Vacated Space is Space which becomes available for new assignment or changing use as a result of relocations, capital projects, construction, or other actions by the campus. Vacated Space as discussed below, does NOT include space that is temporarily vacant while being reassigned within a college or department as discussed in the general procedures below.

V. Procedures

A. Space Ownership and Assignment Principles

1. All space on campus belongs to the University as a whole, not individual colleges, departments, or administrative units.
2. The Executive Cabinet is responsible for the assignment of space on a permanent or temporary basis.
3. The Space Committee provides guidance to the Executive Cabinet to address how space assignment proposals relate to construction and renovation requirements, campus planning, financial implications, and strategic objectives of the university.
4. Assignment and occupancy of vacated space does not default to the previous user, to neighboring users, or to other entrepreneurial parties.

B. General Procedures

1. Academic space is generally managed under the direction of the Provost. Administrative space is generally managed under the direction of the Senior Vice Chancellor for Facilities and Operations.
2. The Provost has delegated the authority to reassign space within a college to the Dean of that college, provided that the Dean consults with the Space Committee in advance of any reassignment from one department to another, change of use (e.g., office to research), proposal that may require renovations or may impact pending capital projects or master plans, or if the Dean feels the proposal would benefit from consultation.
3. Associate Vice Chancellors enjoy similar delegated authority to reassign space within their assigned areas subject to the same requirements for Space Committee consultation.
4. Deans may reassign offices and workstations within their college's department suites or centers that are entirely within their college consistent with the University's office space guidelines. Deans may delegate this authority to Department Chairs at their discretion.
5. Reassignment of dedicated research space or the acquisition of a new major piece of research equipment, even within a department, requires the approval of the Dean, and may be subject to consultation with the Space Committee, Provost, and/or Vice Chancellor for Research if it involves a change of use, renovations, potential code compliance issues, or may impact pending capital projects or master plans.
6. A committee of Deans, co-chaired by the Vice Chancellor for Research and Vice Provost for Faculty Success, shall be appointed by the Provost and Vice Chancellor for Research to manage the assignment of space within research labs and centers that are shared among Principal Investigators representing two or more colleges. The Vice Chancellor for Research shall retain jurisdiction over space assignment and use procedures for Core Research Facilities.
7. Deans are responsible for coordinating and communicating space assignment decisions to faculty members within their colleges.
8. Any change of space assignment or occupancy, even if prior consultation is not required, must be communicated to the Space Committee so that campus space inventory can be appropriately updated to inform campus planning, indirect cost recovery, and overall space management.
9. The Provost will coordinate hiring plans with the Space Committee to confirm that suitable space is available for the proposed new faculty.

C. Procedures for Vacated Space

1. Re-use and reassignment of vacated space is the responsibility of the Executive Cabinet and is addressed through Space Committee processes, including for interim or temporary uses. (*investments in temporary/interim uses shall not exceed a refresh/refurnish level*)
2. Vacated academic space shall be assigned as Provost Reserve. Vacated non-academic space shall be assigned as Senior Vice Chancellor Reserve. Vacated space shall remain under these designations until reassigned by the Executive Cabinet, through the Space Committee.

3. Prior to re-assignment, each area vacated should be programmed, studied, scoped, scheduled and priced as a successor project, and included in the overall planning and budgeting scenarios; to be reviewed, funded and approved consistent with applicable campus practices and policies.
4. If no successor is yet designated and no approved and funded implementation project is ready before the space is vacated, Facilities Management Operations and Services shall rekey and lock the doors of vacated spaces for mothballing until the vacated space is reassigned and/or a capital project begins.
5. Vacated space that is expected to be needed for staging or as swing space for capital projects and moves shall be reserved for this purpose.
6. As larger contiguous blocks of research space are vacated as a result of space reassignments, the Provost shall retain control of this space to enable the establishment and development of facilities to serve multi-PI interdisciplinary cluster research programs.
7. Provost or Senior Vice Chancellor Reserve space that is not immediately needed for either a permanent or swing use may be temporarily reassigned to meet emerging campus needs including graduate student facilities, student collaboration space, shared adjunct office space, and other similar needs.

D. Dissemination

1. This policy shall be circulated annually to Deans and Directors, as well as senior campus officials, as an attachment to the Annual Call solicitation.

VI. Responsibility

The Executive Cabinet, through the Space Committee, is the organization responsible for the implementation of this policy. Facilities Management staff provide support to the Space Committee and Executive Cabinet in the administration of this policy. The Associate Vice Chancellor for Facilities and Director of Campus Planning and Development are the designated contacts for questions or issues relating to this policy.

VII. Attachments

N/A

VIII. Related Policies, Procedures and Announcements

Hospitality & Event Space Reservation and Use Policy, SA-7-102
 UMass Board of Trustees Policy on Naming Facilities
 UMass Board of Trustees Capital Planning, Land and Facilities Use Policy
 University Office Space Guidelines

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