

POLICIES OF COLORADO STATE UNIVERSITY

IMPACT STATEMENT



Policy Title: Space Allocation	Category: 5. Administration Policy ID: TBD
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy	Date Submitted: October 26, 2022
Policy Proponent/Owner: Vice President for University Operations	Contact(s): To be determined

POLICY DESCRIPTION AND BASIS

Physical space can be a limiting resource in the development, advancement, and improvement of Colorado State University's academic and research programs. Therefore, effective utilization of this valuable resource is essential to the success of the university, its employees, and its students. Space is a critical university-owned resource and is subject to allocation, evaluation, and reallocation to meet the overall needs and priorities of the institution. Stewardship of space resources is a joint effort between all university employees and students and relies upon everyone to ensure that space is used to support student success, foster collaborative research, and promote positive environments.

The Space Allocation Policy will establish a framework for the efficient use, equitable allocation, and periodic review of the university's physical resources. Space allocation and reallocation cannot be handled in an ad-hoc manner on a long-term basis without subsequent space issues arising. The goal of this policy will be to provide a basis for transparent space decisions that maintain a proper balance between teaching, research, student success, engagement and outreach, and administrative functions.

REQUIRED RESOURCES

A need for additional resources is not anticipated at this time. However, based on the final policy language, resources may be needed to align implementation and compliance.

ANTICIPATED IMPACTS

This policy will likely have impact on many university employees, students, and research activities. Increased efficiency of existing research space is also anticipated, creating opportunities for additional research. An effective space allocation policy can result in substantial cost-savings and sustainability impacts.

POLICY DEVELOPMENT

Policy development will be supported by representatives from the University Space Committee, Facilities Management, the University Policy Office and a representative from the Vice President for Research office.

STAKEHOLDER INPUT

Stakeholder input will be solicited from all employee councils, Associated Students of Colorado State University, Deans, Department Heads, and Directors, Business and Financial Services, Campus Administrative Processing Advisory Council (CAPAC), College and Administration Advisory Group (CAAG), Council of Deans, Office of Vice President for Research Executive Team and Division Directors, Procurement, Classroom Review Board, Master Plan Committee, and the President's Cabinet.

ADMINISTRATIVE/MANAGEMENT/ASSESSMENT

The policy will be administered and assessed on an ongoing basis by the existing University Space Committee. The University Space Committee includes appointed representatives from: Vice President for University Operations (co-chairperson), Office of the Provost (co-chairperson), Vice President for Research, a university Dean serving a three-year term, the Vice President for Student Affairs, the Director of Facilities Management, the CSU Foundation, and the CSURF real estate office.

PROCEDURES, GUIDELINES AND FORMS

Procedures, guidelines, and necessary forms will be developed as a part of the policy development process.

INTERNAL CONTROLS

Internal controls will be considered and developed during the policy development process.

RELATED POLICIES AND REGULATIONS

Space Committee Guidelines and University Space Standards

REVIEW AND APPROVAL BY THE PRESIDENT'S CABINET:

☒ APPROVED TO PROCEED TO POLICY DEVELOPMENT


☐ NOT APPROVED

☐ MORE INFORMATION NEEDED:

POLICY IMPACT STATEMENT

Space Allocation

Include a representative from STRATA for policy development.

By: 
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