**Proposal Process for Allocation and Reallocation of Space**

**SPACE MANAGEMENT COMMITTEE**

Purpose: This document establishes the process for academic and administrative units to submit proposals for allocation and reallocation of space.

Overview: The University Space Management Committee is authorized under University Policy #65, Section V.A.3, to review all space allocation and reallocation proposals, and make recommendations to the Chancellor based upon the current/proposed space use code, space needs, FTE production, utilization patterns, and the source of funds supporting the space.

The Space Management Committee may solicit for space allocation proposals when a general use space becomes available. Units may submit unsolicited proposals for space allocation or reallocation as is determined necessary by the unit. The Space Management Committee will facilitate university-level discussions of space allocation and reallocation proposals.

All units are encouraged to notify the Space Management Committee of available spaces (spaces which are not utilized, or underutilized, and may be considered for alternate purposes). Notification is to be directed to the chairperson of the Space Management Committee.

Process:

1. Academic and Administrative Units interested in allocation or reallocation of space are required to notify the Space Management Committee by submission of the attached form. Units with a space need may consult with the Office of Institutional Planning and Effectiveness to identify candidate spaces in advance of a proposal submission.
2. For available academic spaces, the Provost Council will be notified for input in advance of any solicitation for proposed uses of the space. For available administrative spaces, the University Executive Council will be notified for input in advance of any solicitation for proposed uses of the space. All candidate spaces will be evaluated in the context of the university mission, the strategic plan initiatives, and campus master plan priorities. Generally, preference will be given to retaining available space within the broad management area (Academic Affairs, Student Affairs, Athletics, Administration and Finance) in which it currently resides.
3. Approved use proposals which are contingent on unsecured funding sources may be reserved for other institutional uses until funding for the proposed use is secured. Such approvals may be subject to rescission, should funding not be secured within an agreed upon length of time, or critical institutional need require repurposing of the space.
4. Proposal process:
	1. Unsolicited space allocation and reallocation proposals
		1. Units may at any time submit the attached proposal form to the chairperson of the Space Management Committee. Units with a space need are encouraged to consult with the Office of Institutional Planning and Effectiveness to identify candidate spaces in advance of a proposal submission.
		2. Submitted proposals will be posted on the Space Planning Intranet site, and will be reviewed and evaluated by the Space Management Committee. The Academic Space Advisory Board will participate in the review and evaluation when the candidate space has potential academic use and/or impact. Review of proposals will vary in length depending on the candidate space and the proposed usage, and will typically entail 1-3 months of evaluation.
			1. For proposals determined to be viable, the Space Management Committee may consult with additional persons to ensure impact, cost, and feasibility have been adequately addressed. If the space under consideration has current use and/or occupancy, the current space steward(s) and stakeholders will be consulted as part of the evaluation process.
		3. The Space Management Committee will submit a recommendation for use of the space to either the Provost Council (when the space under consideration is academic space), or to the Executive Council, for approval.
	2. Solicited space allocation and reallocation proposals
		1. The chairperson of the Space Management Committee will notify unit directors of the opportunity to submit proposals for the available space, with a submission deadline of 45 days from the date of notification.
		2. Submitted proposals will be posted on the Space Planning Intranet site, and will be reviewed and evaluated by the Space Management Committee. The Academic Space Advisory Board will participate in the review and evaluation when the available space has potential academic use. Review of proposals will vary in length depending on the candidate space and the proposed usage, and will typically entail 1-3 months of evaluation.
		3. The Space Management Committee will submit a recommendation for use of the space to either the Provost Council (when the space under consideration is academic space), or to the Executive Council, for approval.
		4. When a recommended proposal is denied, the Space Management Committee reserves the right to further review and evaluate alternate proposals and/or issue another solicitation for proposals.

**INSTRUCTIONS:**

*Complete the form and submit to the Assistant Vice Chancellor for Institutional Planning and Effectiveness (450HFR) by the specified deadline (for solicited proposals).*

1. **CONTACT INFORMATION**

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| ***Name:*** Click here to enter text. | ***Office phone number:*** Click here to enter text. |
| ***Department:*** Click here to enter text. | ***WCU email address:*** Click here to enter text. |
| ***Division:*** Click here to enter text. |  |

**B. PROPOSED USE OF TARGET SPACE**

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| --- | --- |
| ***Building Name (if known):*** Click here to enter text. | ***Room Number(s) (if known):*** Click here to enter text. |
| ***Brief description of proposed usage:*** Click here to enter text. |
| ***Are you able to use the space in its current condition (“as is”):*** Click here to enter text. |
| ***Describe proposed changes/renovations/enhancements needed for the proposed usage:*** Click here to enter text. |
| ***How will the proposed usage benefit your unit?*** Click here to enter text. |
| ***How will the proposed usage benefit the university?*** Click here to enter text. |
| ***State how the proposed usage is aligned with the university mission and/or strategic plan:*** Click here to enter text. |
| ***If you are requesting use of a specific space not currently under your stewardship, summarize the status of communications you have had with the current space steward regarding this space use proposal1 (you are not obligated to engage the current space steward in advance of a space use request submission) :*** Click here to enter text. |
| ***Do you have space you are willing to trade in order to obtain use of this space? If yes, please describe the space:*** Click here to enter text. |

1If the current space steward supports this space use request, please attach supporting documentation.

**C. BUDGET**

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| ***Total estimated cost of allocation/reallocation (attach itemized budget to this proposal). For projects involving construction, please provide an estimate developed in consultation with Facilities Management. For installation of technology, please provide your estimate in consultation with Information Technologies (make sure to include your plan for technology refresh):*** Click here to enter text. |
| ***List approved/secured funding sources and amounts allocated for this proposal (include a brief description of specific items or work to be completed using these funding sources):*** Click here to enter text. |
| ***List anticipated/proposed funding sources and amounts allocated for this proposal (include a brief description of specific items or work to be completed using these funding sources). Provide dates (deadlines) for when anticipated funding sources are expected to be confirmed:*** Click here to enter text. |

**D. TIMELINE**

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| ***Provide the date of anticipated occupancy and use of this space:*** Click here to enter text. |

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| --- | --- | --- | --- |
| **REQUIRED SIGNATURES** |  Printed Name | Signature | Date |
| Applicant | Click here to enter text. |  |  |
| Department/Unit Head | Click here to enter text. |  |  |
| Supervisor (Dean, Director, Vice Chancellor) | Click here to enter text. |  |  |

*Please note: Proposals submitted without the required approving signatures will not be considered.*

**FOR SPACE MANAGEMENT COMMITTEE USE ONLY**

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| --- | --- |
| ***RECEIVED BY:***  | ***DATE RECEIVED:***  |
| ***Proposal rank:***  | ***Estimated Project Cost:***  |
| ***SMC evaluation:*** |
| ***Final SMC Action:***  | ***Final SMC Action Date:***  |
| ***Approval Action:*** | ***Approval Action Date:*** |
| ***Notes:*** |