

UNIVERSITY OF NEW ENGLAND
SPACE PLANNING POLICY

Consistent with a goal to make the most effective “long term” use of space, the following policies will apply:

1. All departmental requests for new space, renovations (i.e. physical changes include permanently attaching anything to any surface or requiring any hard connection to any utility), changes of assignment including vacating a space or changing the use of any space (i.e. double to single office, office to storage, office to research) shall be submitted to the Space Committee via the below process.
 - a. If physical changes of any magnitude are needed, it is required that all items be disclosed to the Campus Services office for coordination with existing in wall utilities and infrastructure in order to prevent damage to University property.
2. All request shall be submitted using the online form found at: <http://spacerquest.une.edu/>
3. Once submitted the online form will be routed through the proper authorization chain as appropriate dependent upon the submitters position. Ultimately the senior officer responsible will sign the online form prior to its submission to the University Space Committee.
4. All submitted requests not involving research space will then be reviewed by the University Space Committee, representing the Provost’s office, Campus Services office, Information Technology Services office, a PSA-appointed professional staff member, and an UFA-appointed faculty member, c/o Office for Campus Planning. **All requests involving research space will be forwarded to the Associate Provost for Research and Scholarship for review and decision-making. See related policy for research space requests.**
5. The University Space Committee will deliberate all non-research related space requests using the priorities outlined below:
 - a. Utilization of adjacent available space
 - b. Reassignment of space
 - c. Acquisition of space
 - d. Construction of new space
6. Office assignment priorities will be as follows:
 - a. Full Time
 - b. Part Time
 - c. Adjunct
7. In the event space requests impact space occupied by another senior officer's professional staff, the University Space Committee will review alternatives with the affected parties in order to assess all concerns and needs.
8. While the University Space Committee will evaluate the regulatory compliance issues and prepare its own cost estimates for the approved physical space changes, all submitting parties will need to outline the cost and potential funding sources to be considered via the online form.
9. The University Space Committee will consider the request in light of the larger University portfolio/ Master Plan in order to make a recommendation to the Provost, who will in turn make the final determination. The President and SVP for Finance and Administration, if appropriate, will be consulted on any disputed decisions.

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10. If at any time a space is to become vacant, all previously assigned space must be turned back into the central space fund for future consideration of assignments via the online form.
 - a. If at the time of vacancy, replacement personnel have been identified by the department, a Change of Assignment request must be submitted via the online form. The time hold placed on a space for re-assignment cannot exceed the funding for the position in question.