

CWU Space Allocation Guidelines and Processes

Each request for allocation of office space is considered on a case-by-case basis in the context of existing and projected future resource availability. The following guidelines are used to inform space allocation recommendations and decisions:

1. CWU tenured, tenure track faculty and full-time staff are given first consideration for allocation of office space.

Notes:

- Where a faculty member is authorized extended leave such as sabbatical, illness, etc. it is common practice to reassign their office on a temporary basis to the person or persons performing their duties in their absence.
 - There are also cases where faculty or staff perform project specific, interim and/or multiple duties and require more than one office. These space allocations are considered based upon available resources.
 - This category includes faculty in "Phased Retirement".
 - Faculty assigned to an off-campus location, e.g. university center, field supervision, etc., may be doubled or tripled-up based upon the amount of time spent on campus.
2. CWU tenured, tenure track faculty and full-time staff working fewer than three (3) days per week on campus may be assigned Shared Workspace: These workspaces are managed by colleges, departments, and units. This space category includes workstations, touchdown spaces, and focus points.
 3. Non Tenure Track (NTT) CWU teaching Faculty, Graduate Assistants with teaching assignments, and part time CWU staff are provided office space on an "as-available" basis. It is expected that office space in this category may be doubled or tripled-up as this is not a full-time employment category. In some instances NTT faculty with full-time teaching loads will be required to share office space. Office assignment in this category may be adjusted depending on quarterly academic loads and work assignments.
 4. CWU operations relying partially or primarily on self-support funding sources such as the Asia University America Program and Continuing Education are provided office space.
 5. Grant Staff - Office space is provided on an "as-available" basis. Prior to submission of grants it is important to identify any match requirement for office space by submitting space request forms and confirming that appropriate space will be available for the time period anticipated in the grant. There are instances where office space is not impacted by a grant, as no additional staff will be hired. When additional space is required for a grant and not available for assignment on campus, it is necessary to identify a line item in the grant request to provide leased space off-campus. Grants with office space may include:
 - Student service based grants such as Trio federally funded programs (Student Support Services) which are renewable and serve select groups of CWU students are considered ongoing functions in support of the university.
 - Grants, which are research based, serve the local area or the region and provide internship or research assistantship positions for CWU students.

In times when space is not readily available, it is expected that grant staff double or tripled-up in offices. Space allocated to grant programs and self-support operations may require repositioning from time to time in order to meet core academic functions for the university or to accommodate other grant or self-support programs. Grant submissions need to be written in a way that allows for potential changes in space allocation.

6. Outside Agencies and Non-Profit Organizations may contract for space on an “as-available basis”: State law specifically prohibits the "Gifting" of state resources. In order to be considered for space allocation, an ongoing fair exchange of value for space must be demonstrated. Often this exchange of value is a combination of services provided to CWU students, staff and faculty. The exchange of value may also be in the form of providing student employment and/or internship opportunities. Terms of Agreement must to be in place for allocation of this space use. CWU Business Services and Contracts regularly review these agreements. CWU may decline renewal of these agreements if the core mission needs of the University require use of spaces in this category.
7. Student Academic Clubs: Clubs may be provided a shared office if space permits within the sponsoring department allocation.
8. Emeritus Faculty: May be assigned an office within the existing allocated space of the academic department on and "as-available" basis. It is common practice for emeritus faculty to be doubled or tripled-up where only one office in a department is available to be assigned. Consideration should be given to emeritus faculty who actively provide service to the university.

All State Supported Space is Owned by the University

Although space is allocated to colleges, departments, units, and specific functions, it is an institutional resource of the University. As such, it does not belong to any individual program or unit and may be reassigned on the basis of need. The goal of allocating space is to achieve the highest and best use of University resources. With this ownership, the University has the responsibility to keep this space in good order in terms of maintenance, services, cleaning, etc., and to provide the appropriate amount and type of space for approved University activities. All facilities uses are to be consistent with Washington Administrative Code 106-140 Use of Facilities and CWUP 2-40-210 State Property-Use of University Resources - In conformity with RCW 42.52.160 and WAC 292-110-010.

The University Has the Responsibility to Allocate Space

Space is allocated to specific users for certain periods of time following our governance structure. For example, classrooms are allocated for class period slots whereas, offices, research, and program specific lab spaces are allocated for longer periods of time. Space use will be reviewed periodically, and space assignment reconfirmed accordingly. When space is no longer needed to serve a function or a department, unit, or an operation is officially closed, that space

reverts automatically to the University. It will be categorized as unassigned and available for reallocation. When a function moves to a new facility or another location on campus, re-assignment of the vacated space will be determined through the Cabinet Matrix process or through the ASL Space and Equipment Sub Committee. Space assignments are made to the appropriate administrative unit. Space is not assigned to individuals.

Space Must be Allocated Equitably Among Users

For all users and all categories of space, space standards will be used to assess space needs. These space standards may be adjusted in accordance with the total amount of space available. In this way, an overall space shortage or surplus can be handled fairly. In circumstances where existing uses and space assignments may not meet the standards, consideration will be given to potential hardship that would result from strict interpretation of space standards. However, any reallocation, renovation, or provision of new building space shall conform to the State of Washington Facilities Evaluation and Planning Guidelines (FEPG) as closely as possible. Equitable allocation and reallocation of space will take into consideration needs including but not limited to:

- Demonstrated curricular needs that address the availability of safe and accessible teaching space to meet demands of course offerings.
- Appropriate space for academic programs and support services.
- Proximate location of programmatically related activities, departments and units.
- Consistency with institutional objectives and future planning initiatives.
- Consideration of disruption of other ongoing activities of students, faculty and staff.

Users Shall be Provided Suitable Space in the Appropriate Location as Constraints Allow

A goal is that space provided to every use shall be suitable in terms of size, quality, and location. Uses of a similar nature or uses which are functionally related may require proximity. University departments should not be fragmented and whenever practical, should have their offices, laboratories, and support activities located contiguously. Space allocation must conform to applicable health and safety standards.

Effective Use of Space, Space Requests and Options to Meet Space Needs

Each space allocated to an administrative unit shall be used efficiently in terms of utilization of space over time. A space which is used infrequently may require introduction of a similar and compatible approved University use to increase its utilization to a level which is consistent with standards of utilization throughout the University. Periodic reviews of utilization for different types of space (i.e., classroom, office, and laboratory) will be conducted to ensure the most effective utilization and recommend improvements.

Any department requiring additional space should first look within their existing space allocation to determine if the required space can be found within their current allotment. If additional space

resources are not available in the existing allocation, academic departments or units will submit a space request to the Space and Equipment Sub Committee which requires approval through their dean. Non ASL departments make formal requests through their chain of command with a decision made by their division head utilizing the Cabinet Matrix process.

Facilities Planning will review the current space allotment of the department making the request and may perform an audit of existing department space utilization and adjacent or related areas to inform the decision-making process. Where appropriate, options may be presented that include more intensive use of existing space resources, reassignment of under-utilized space, or the reassignment of any space in excess of the space guidelines.

Space renovations may be considered if deemed the most appropriate manner to achieve an objective. Depending on circumstances, the department or unit making the request may be responsible to fund renovations or fund mitigation costs resulting from displacement of other university functions to implement their request. Renovation approval needs to be authorized by a division head. Prior to approving any remodel work, the user will obtain detailed cost estimates from Facilities Management (along with IS if data or telecommunications modifications are required.) Proposals for remodel will be reviewed and options considered to assure effective overall utilization of university space, physical and financial resources.

If the steps indicated above are unsuccessful in accommodating the space request on campus, the request may be referred to Business Services and Contracts to seek leased space off campus.

If identified new space requirements are substantial and will involve a capital project, the user will be required to submit a formal capital project request. The University Facilities Planning Officer will work with departments or units seeking major capital improvements and Facilities Management to develop an academic or program prospectus in support of the request.