

## COM-T SPACE MANAGEMENT GUIDELINES

### BACKGROUND:

These guidelines are intended to 1) maximize the most cost-efficient use of CoM-T space, 2) ensure that space is allocated on the basis of programmatic need as well as research, academic, and administrative priorities, and 3) allow for the reallocation of space as needs or priorities change. These guidelines also set forth space management responsibilities and establish the authority of the CoM-T Space Committee (CoM-T SC), as advisory to the Dean, College of Medicine-Tucson in the governance of space.

### SCOPE:

All space at CoM-Tucson whether owned or leased, is covered by these guidelines.

CoM-T physical facilities, like its personnel, funds, and equipment, are resources that must be managed, supported and maintained in accordance with rules and regulations and in a manner that supports fulfilling the University's mission and priorities. Authority to establish CoM-T institutional space guidelines and to allocate or reallocate all CoM-T space is vested by the University of Arizona and Board of Regents policies. Space may be allocated for a prescribed period of time to Units through written agreements as described within the CoM-T institutional and major Unit space guidelines or held by the Dean of CoM-T. When such agreements terminate or in times when the Dean, CoM-T determines there is an overriding institutional need, the space reverts back to the Dean, CoM-T for reallocation.

### A. College of Medicine Space Committee (CoM-T SC)

The Dean, College of Medicine-Tucson will appoint a CoM-T Space Committee (CoM-T SC) comprised of representatives from basic and clinical sciences, education and administration. The CoM-T SC is responsible for:

1. Develop, maintain, and update the criteria used to assure the use of space is appropriately aligned with the institution's mission and priorities. Once developed and/or modified, such criteria will be identified in the CoM-T SC Procedure Manual.
2. Developing a standardized process for making requests for new space, including requests for new buildings, renovations of existing space, leases, or simple moves. A description of this process shall be identified in the CoM-T SC Procedure Manual.
3. Communicating between Units as to their use of space and space needs to encourage the most appropriate alignment of space usage to the institution's mission and priorities.
4. Re-assessing Unit space allocation on an annual basis or in response to new space requests from the Unit to ensure the most appropriate alignment of space usage to the mission and priorities of the institution. This evaluation process may/can include evaluation at a departmental level. This will take place on a fiscal year basis to facilitate space planning in synchrony with development of the CoM-T budget.
5. Monitoring the efficient use of space and removal of outdated capital equipment within the institution's major Units to include research support services.
6. Providing recommendations on an annual basis to the Dean, CoM-T regarding how space would be allocated/re-allocated to and within the major Units. Recommendations may also be provided on an ad hoc basis at times when the Dean, CoM-T determines there is an overriding institutional need or as situations dictate.

7. Providing recommendations to the Dean, CoM-T regarding when and how to lease space on and off campus.
8. Reviewing and approving the space policies of each of the major Units to ensure they are consistent with this policy.

## **B. Allocation and Reallocation of Space**

1. On a fiscal year basis, the Dean, CoM-T will confirm the space allocation to each of the major Units as part of the strategic planning process. Additional allocations or reallocations may be made during the year. When such allocations terminate or in times when the Dean, CoM-T has determined there is an overriding institutional need, the space reverts to the Dean, CoM-T for reallocation.
2. Once space is allocated to a major Unit for a period, the use of such space and/or policies related to that use should remain under the jurisdiction of that major Unit so long as it complies with institution level policies. However, if such space is vacated for more than a period of one year, or in times in which the Dean, CoM-T has determined there is an overriding need, the space will move to Dean's reserve and subject to reassignment.
3. All reallocations of space or changes in function must be pre-approved by CoM-T SC and reported to the UAHS Planning and Facilities unit, which, in collaboration with Real Estate Administration maintains accurate space inventory records.
4. There will be no alteration/conversion of space from one type to another (e.g. research to office or office to conference) without the formal written approval of the Dean, CoM-T or his/her designee. Units that make modifications or changes without prior approval risk forfeiting the space assigned and will be responsible for all costs associated with returning space to the previous function.
5. Unit heads that have been delegated authority over space allocated to them will identify individuals within their Units who will coordinate with CoM-T SC in receiving pre-approval and reporting space inventory changes, verifying the accuracy of data in the inventory database, and assisting with periodic on-site surveys of the space.
6. Unit heads may choose to allocate space on a temporary basis to departments, centers, signature programs and/or institutes. The use of such space and any policies related to that use should remain under the jurisdiction of the heads of such units so long as they comply with institutional and major Unit level policies. However, if such space is vacated or in times in which the major Unit head has determined there is an overriding need, the space reverts to the major Unit head.
7. Divisions, other administrative units or individuals do not have the right to allocate space.

**C. Resolution of Space Grievances**

Disputes concerning the allocation/reallocation of space to the major Units may be brought to the CoM-T SC by the Unit Head or his/her designee with final resolution by the Dean, CoM-T.

**REFERENCES**

1. [Arizona Board of Regents Policy #7-113](#)
2. [University of Arizona Real Estate Administration Policies](#) (Physical Space Inventory; Obtaining Space; Reallocation; Research Space; and Space Allocations)