SP012.2 Space Utilization – KSOM Procedures

Policy Type: Administrative/Operations
Revision Date: June 28, 2021

Training Required: No

Procedure, Guideline or Protocol

Requests For New Employee Office Space Or Relocation Of Existing Space

Requests for employee office single space assignment, multiple moves that involve an entire department,

Space managed by the Vice President for Research and Economic Development (VPRED) is reviewed quarterly by a committee consisting of deans of the Colleges of Engineering and Sciences, a faculty representative(s) from each of those colleges, the Associate Vice President for Research, an Executive Vice President and Provost/Space Management Representative, other deans or faculty representatives as appropriate. Space allocation recommendations are based primarily on research expenditures although other factors that may be considered include: publications in prestigious, peer-reviewed journals; successful mentoring of graduate students; research citations; and patents.

Based on the committee's recommendations, the VPRED will make space decisions and share them with the appropriate dean(s) and the Office of KSOM Space Management. It is0.3(nag)- 1.51 42 (dGi)31 (ons1h3(g a.71 1.1 ( )]TJnd