

**Space Planning and Management:
Policies and Procedures**

University of Missouri-Kansas City

FAC Final – April 21, 2009

UMKC Space Planning and Management – Policies and Procedures

FAC Final – April 21, 2009 page 1

Table of Contents

Section 1: Policies

| | | | |
|------|---|------|----|
| I. | Introduction | Page | 6 |
| | A. Policies | Page | 6 |
| | B. Procedures | Page | 6 |
| II. | Space Assessment | Page | 7 |
| | A. Space Utilization Inventory Survey | Page | 7 |
| | B. Annual Review | Page | 7 |
| | C. Other Space Reviews | Page | 7 |
| | D. Data Achieves | Page | 8 |
| III. | Space Policy | Page | 8 |
| | A. Classroom Utilization Policy | Page | 8 |
| | B. Research Space | Page | 8 |
| | C. Leasing Space | Page | 9 |
| | 1. Conditions warranting leasing of space | Page | 9 |
| | a. Site specific condition | Page | 9 |
| | b. Adequate space not able to be provided | Page | 9 |
| | c. Event space not acceptable | Page | 10 |
| | d. Swing space not available | Page | 10 |
| | D. Vacated Space | Page | 10 |
| | E. Multiple Offices | Page | 11 |
| | 1. Two or more Offices are acceptable | | |
| | 2. Evaluation of existing space | | |
| | F. Emeritus Offices | Page | 12 |

Section 2: Procedures

| | | | |
|-----|---|------|-------|
| I. | Various Roles of constituents | | |
| | Department of unit roles | Page | 14 |
| | Dean/Director/Vice Provost Role | Page | 14 |
| | Facilities Advisory Committee Role | Page | 14 |
| | Campus Facilities Management Role | Page | 15 |
| | Office of the Chancellor's Role | Page | 16 |
| | Appeal | Page | 17 |
| II. | Space Assessment | | |
| | A. Physical facilities inventory | Page | 16-17 |
| | B. Space assignment and reassignment | Page | 17 |
| | 1. New construction, renovation of existing space or additional space changes | Page | 18 |

| | | | |
|------|--|------|-------|
| 2. | Space function change or employee change | Page | 18 |
| 3. | Unassigned Space | Page | 19 |
| 4. | Space Standards | Page | 19 |
| III. | Classrooms | | |
| | A. Seminar, classrooms, lecture rooms and auditoria | Page | 18 |
| | B. Class and Computer Laboratories | Page | 18-19 |
| | 1. Class rooms assigned to departments | Page | 19 |
| | 2. Changes from department used classes to general Pool | Page | 19 |
| | 3. Technology installation to general pool classrooms | Page | 19 |
| | C. Relocating classes due to student enrollments or other | Page | 19 |
| | Institutional priorities | | |
| | 1. Responsibility of placement of classes | Page | 20 |
| | 2. Classes of 60 seats or more | Page | 20 |
| | 3. Changes from Department used classrooms to centrally scheduled classrooms | Page | 20 |
| IV. | Process for Requesting Leased Space | | |
| | A. Department funds leased space | Page | 21 |
| | B. Partially or wholly funded research space by campus | Page | 21 |
| | C. Non-educational and general administrative space needs | Page | 21 |
| V. | Process for requesting assignment of campus controlled space | Page | 22 |

APPENDICES

Appendix A

Space Request Process Flow Chart

Appendix B

Research Space

Appendix C

Classroom Utilization

Appendix D

Space Request Procedures

Appendix E

Space Request Assessment Form

Appendix F

Office Square Footage Standards

Section 1

Policy

I. Introduction

The intended purpose of the “Space Planning and Management – Policies and Procedures” is to establish guideline policies approved by the Chancellor to determine the most effective and efficient utilization of institutional spaces¹. The policies and procedures are to promote the most effective use of the University’s physical facilities. All physical facilities belong to the University and are assigned to a college, academic unit or department. Current users or occupants of the facilities do not own the space but may have control as delegated by the chancellor. A particular college, department or school assigned to space operated by the University is subject to change. A space request must be submitted before any change of use or modification to the space is performed. See Appendix A (Space Request Process Flow Chart) and Appendix D (Space Request Procedures) for additional information.

The Assistant Vice Chancellor-Facilities, in conjunction with the Facilities Advisory Committee, will evaluate space requests and provide an analysis and recommendations to address the programmatic space needs. Space is to be used for the highest priority needs of the University as a whole.

A. Policy

Space Management Policies and Procedures have been recommended by the Chancellor and Provost to insure the best use of space utilization and efficiency. The Policies and Procedures are consistent with the space guidelines established at other campuses in the University of Missouri System.

B. Procedures

Procedures described herein have been approved by the Chancellor to establish a standard process for evaluating and requesting existing and new space at the University of Missouri – Kansas City; for the purpose of

¹ Based on the NCES Classifications are to include but not limited to Unclassified facilities, classrooms and classroom services, class laboratory and research laboratory and services, office and office services, conference rooms and conference services, study and stack facilities, study services, special use facilities and services, assembly and assembly services, lounges and lounge services, food facility and services, merchandising and services, recreation and recreation services, central services, healthcare facilities and services, and all public waiting areas.

collecting data for annual reviews to report on research space usage to the Federal government; and to assist with classroom assignments.

II. Space Assessment

Auditing space on campus is necessary to assure accurate data for reporting to the Federal government and for planning and programming needs of the department, school or college conforming to the overall master plan of UMKC.

A. Space Utilization Inventory Survey

A Space Utilization Inventory Survey will be performed annually by each department to gather space utilization data for the UM System mandated Facilities and Administrative Cost Proposal Report used to negotiate reimbursement rates with the Federal government for funded research. Presenting accurate data in this process is imperative, in that a few percentage points difference in the rate means potentially millions of dollars to the University. The survey is obtained at <https://umcspace.missouri.edu/UMKC/>

Each Dean²/Director³/Assistant Vice Chancellors⁴ must nominate a person or persons to update their department's space data. It is recommended that space data be updated as frequently as the space changes by occupancy, owner or use.

B. Annual Review

Campus Facilities Management continues to maintain accurate floor plans and space utilization data to support the documentation for reporting purposes. Periodic space reviews take place throughout the year by CFM for verification of floor plans and of the Space Utilization Inventory Survey submitted by each department.

² Dean is referenced as the head the faculty, school or college within an academic unit at the University.

³ Director is the head of an academic/research center within the University.

⁴ Assistant Vice Chancellor refers to the head of the administrative department at the University.

C. Other Space Review

Campus Facilities Management will perform space reviews throughout the year during and after major renovations, new construction or when academic or research program shifts allowing opportunities to reassign space.

D. Space Data Archives

The Space Analyst archives existing space information, including original building plans, operation and maintenance manuals and specification guides, and existing space assignments. Current department records may be obtained by the department's authorized personnel on the UMKC- Campus Facilities- Space Management website at <https://umcspace.missouri.edu/UMKC/> or by contacting Campus Facilities Space Management directly.

III. Space Policy

The intent of the space policy is to provide a systematic approach for evaluating space acquisition based on current and projected space utilization needs and assessments.

Factors to be considered in assigning space are as follows:

- The interest of the University as a whole.
- The suitability of the space and the possible future uses with anticipated or ongoing construction, renovation and planning of major space reallocations.
- The costs incurred by granting the space and who will bear them
- The effects on people who must be relocated if the space request is granted.
- Best interest of the unit's strategic plan.

A. Classroom Utilization Policy

The intent of this policy is to achieve maximum efficiency and space utilization of instructional facilities including those instructional facilities

in the general classroom pool and/or renovated/maintained by utilizing general operating funds. Through the adoption of the Ad Astra Schedule, classroom utilization rates will be monitored to ensure future enrollment growths while maintaining a comfortable learning environment and improving student retention. See Section 2 – Procedures and Article III – Classroom for classroom policies as adopted by UMKC from Ad Astra.

B. Research Space Policy

See appendix B, as adopted by the Provost on June 10, 2004 and revised September 13, 2004.

C. Campus Policy on Leasing Space

The purpose of this policy is to specify the conditions under which the Campus will lease space for academic and administrative units at UMKC.

The UMKC campus actively promotes planning for space needs at the departmental, college, and administrative levels. Colleges and departments are encouraged to make programmatic decisions such as those involved in recruitment or acquisition of grants, with space needs in mind. Costs associated with obtaining and/or renovating space must be included in the total budget to reflect true operational program costs.

Departments requesting additional space must first look within their existing space assignments and study the feasibility of internally reallocating space to meet existing needs. If the department cannot reallocate space internally, or if the type of space needed does not reflect the type of space available, the college or administrative unit will look within its current assigned space to identify usable space to meet the needs of the requesting unit.

Should adequate space not be identified, the college or administrative unit will work with Campus Facilities Management to identify other campus space that may be made available to the requesting unit. Campus Facilities Management will identify unused assignable space, assigned but unused or

underutilized space or space assigned to another unit as appropriate to meet the needs of the requesting unit.

- 1. Conditions Warranting Leasing of Space:** Requests for leased space may include, but are not limited to:
 - a.** Site specific requests to support program and service activities that cannot feasibly be conducted in an on-campus location.
 - b.** Situations where functionally adequate space for colleges or administrative units cannot be provided on campus at a reasonable cost.
 - c.** Requests to support functions which benefit the entire campus and for which no acceptable on-campus space is available.
 - d.** Requests for swing space cannot be accommodated on campus within the existing owned facilities.

Requests for leasing space to meet program requirements will be considered only if funds for lease costs are available in the operating budget of the program. Requests from colleges or administrative units for other purposes will be honored only if suitable space is unavailable and if the state of available space is such that remodeling or relocation costs would exceed the costs of leased space, especially for short term use.

D. Vacated Space Policy

This policy is to serve as a guideline for the allocation of space that is vacated by the tenants occupying a new building or school/college, department, unit or program that will be downsized or eliminated.

When a School/College, Department, Unit or Program relocates to newly acquired or constructed facilities, the vacated space will revert to Campus Facilities Management and the Facilities Advisory Committee will make recommendations for re-assignment.

If the space vacated is located in non-university leased space or occupied under an agreement, the renewal and continuance of the lease or agreement must be recommended by the Facilities Advisory Committee before any occupancy or new negotiations take place.

Any department or unit must send notification that the space is no longer being used by the department or unit to the Facilities Space Planner/Analyst and Facilities Advisory Committee will be notified of the change. No department or college will forfeit space to another department or unit.

Re-Organized School/College, Departments, Units or Programs: If a School/College, Department, Unit or Program is downsized or eliminated that results in the termination of the program and/or faculty and staff, the space vacated will revert to Campus Facilities Management and the Facilities Advisory Committee will make recommendations for re-assignment.

If a School, College, Department, Unit or Program reorganizes, but does not eliminate the program and/or faculty and staff, it is not considered vacated space and will not revert to Campus Facility Management for reassignment.

- E. Office Space Policy** Office space will be substantiated on the office square footage standards, see appendix F as approved by the Vice Chancellor of Administration and Finance on April 28, 2003.

1. Multiple Offices

It is the intent of UMKC to provide full time faculty and staff an office space. Every tenure track faculty member is entitled to an office and it is assumed that a faculty member's primary office is provided within his/her home department. Multiple offices are only to be provided to faculty and staff when their duties or programmatic needs clearly

require office space in more than one location. It is the responsibility of the department requesting the additional office to provide the burden of proof for multiple offices.

- a. The following is a guideline that provides a frame work for those employees for whom more than one office assignment would be acceptable.

If there is a programmatic need for a faculty member to spend at least 50% of his/her paid time at an off-campus owned or leased site, this would qualify the individual for a second office at the off-campus site. An off-campus site is being defined as any building/space that is not physically connected or within a one mile distance to the main UMKC Volker and Hospital Hill campuses.

- b. Future requests to the campus for space will require the evaluation/analysis of the utilization of the requestor's existing space, including compliance with this guideline.

2. Emeritus Offices

There is no entitlement to office space that accompanies emeritus status. However, (1) if space is available and (2) an individual's activities justify it, the space assignment for emeritus faculty should use the following criteria:

- Is the individual actively involved in official activities of the University? If so, and if available, space should usually be provided. Active is defined as contributing in a significant amount to on-campus teaching, advising, or research/scholarly productivity.
- The portion of office space allocated should be proportional to the contribution to the department mission. Shared offices would be the norm for emeritus faculty members maintaining less than full time involvement and contribution.

- If an emeritus faculty member's appointment or contribution is less than .25 FTE per week, no office space should normally be provided.
- For all other types of space usually assigned to a faculty member, such as research labs, greenhouses, animal quarters, etc., the same criteria listed above should apply.

Section 2

Procedures

I. Various Roles of Constituents

Department or Unit Role

Any persons appropriate within a department may investigate and prepare a request for space. Details of the space needs must be documented using the “Space Requests and Assessment Form” (appendix E) in collaboration with the school, college or department. A work order may need to be submitted in instances where job estimates are needed to complete the form. The package is then forwarded to the appropriate Dean/Director/Assistant Vice Chancellor’s office for approval to proceed.

Dean/Director/Assistant Vice Chancellor

The Dean, Director or Assistant Vice Chancellor of the respective department/s or unit/s either approves or denies the space request and assessment form. They may request additional space studies or may provide an alternative solution. If approved, the Dean, Director or Assistant Vice Chancellor signs and submits the request to Campus Facilities Management Office. Requests not completed or lacking appropriate signatures will be discarded. Requests are reviewed and forwarded to the Facilities Advisory Committee before final recommendations are submitted to the Chancellor. In the event the request is denied, the persons responsible for initial submittal of the space request may resubmit the request in a time frame (recommended after 6 months after initial submitted date) communicated by the Dean, Director or Asst. Vice Chancellor.

Facilities Advisory Committee Role

The Assistant Vice Chancellor of Facilities Management will chair the Facilities Advisory Committee and appointed participants will meet at the start of each academic year and periodically throughout. The committee will provide a forum for discussions and deliberation, and will then make recommendations to the Chancellor, Provost and Vice Chancellors, for new and existing spaces, campus

master planning, utilization evaluations, and capital priorities and necessities of the University.

Campus Facilities Management Role

Upon receipt of the completed Space Request Form, Campus Facilities Management (CFM) will review the request form for completeness. Completed forms must be sent to: CFM in the General Services Building, room 101, and a copy sent to the appropriate Provost's Office or the Chancellor's office (rooms 300G and 301 in the Administrative Center). Dean's, Directors and Assistant Vice Chancellor's must prioritize approved space requests they forward.

A space needs analysis is then prepared by the Campus Facilities Space Management office. An onsite consultation with the requesting unit's staff may be necessary to better understand the space use and needs requested. The site visit will include a walk-through the department or units' existing space and will compare the observed activities to the annual survey. Such a comparison study will help the space management staff better understand the needs and identify options not apparent to the requestor/s. The analysis along with the space request assessment form is then submitted to the Facilities Advisory Committee with recommendations. The Facilities Advisory Committee will review the requests before submitting the final recommendation to the Chancellor. Space assignments that involve one unit and less than 1,000 square feet (SF) will be brought to the FAC through e.mail notification and 48 hour consent agenda approval. Any FAC member can request removal from consent agenda for discussions at the next FAC meeting. However, space allocations involving two or more departments or are greater than 1,000 SF, will be brought to the Facilities Advisory Committee meeting and the recommendations will be reviewed before submitting the final recommendation to the Chancellor. Ultimately, all final space decisions rest with the Office of the Chancellor. Units must update their space changes through the space utilization survey at <https://umcspace.missouri.edu/UMKC/> or by contacting Space Planning and Management.

The goal of the Campus Facilities Space Management office is to identify and provide a recommended solution that meets the needs of the departments or units

while complying to the UMKC Master Plan. Agreement on the recommendations by the Dean's, Directors and Assistant Vice Chancellors within the effected department/s or unit/s must be made prior to final submittal to the Chancellor's office. In the event that no space in the amount or type requested may be located or identified in the foreseeable future, Campus Facilities Space Management Office then forwards its analysis and prioritized recommendations to the Facilities Advisory Committee.

Office of the Chancellor's Role

Requests for space submitted must be approved by the Chancellor. The Chancellor may seek recommendations from the FAC before making a final decision. The FAC may recommend approval or denial of the space request to the Chancellor. The Chancellor is responsible for final approval or denial of the request and may recommend other space recommendations. Under no circumstances is any other officer of the University permitted to allocate space on a permanent basis to any persons or programs. The Deans, Directors and Assistant Vice Chancellors will be notified, by letter, of the Chancellor's decision and a copy will be sent to the Provost Office, Assistant Vice Chancellors and the Campus Facility Management Office.

Appeal

If the request for space has been denied, the Dean, Director or Assistant Vice Chancellor of the respective unit may submit an appeal in writing to the Office of the Chancellor within 6 months of the date of the denial letter. The original request plus any additional information must be submitted with the written appeal to the Facilities Advisory Committee for final review before re-submitting to the Office of the Chancellor for a final decision.

For additional information see appendix A, Space Request Process Flow Chart.

II. Space Assessment

A valuation of the existing space is necessary for an accurate decision to be made. The space may be audited by Campus Facility Management staff, the Facilities Advisory Committee, or by the appropriate Vice Chancellor or Provost.

A. Physical Facilities Inventory

The office of Campus Facilities Management will perform yearly physical facility inspections. Inventory surveys will be delegated by the Deans and Directors to an individual or individuals for physical evaluation and final submittal. Individuals performing the physical inventory audits of the space must be full time staff or faculty and must ascertain the facts of the intended and primary function of the space. The data associated with the inventory must be accurate at the time of the survey, and must be approved and signed by the individual/s and the Dean for final submittal. Although physical inventories are to be done once a year for indirect costs and for federal grants, individual department reviews may be requested and space audits may be performed by the Campus Facilities Management staff throughout the year.

<http://www.umkc.edu/adminfinance/cfm/spaceplanning.asp>

B. Space Assignment and Reassignment

Space request assessment forms will be submitted by the department, unit or individuals when the space is to be substantially changed. Substantial changes include, but are not limited to, move and relocation, new construction and renovation of existing space. The form must be filled out completely, and must be signed by the individual requesting the change. The Dean (academic), Director (administrative) or Assistant Vice Chancellor must approve the request before submitting the request to the Assistant Vice Chancellor-Facilities for review by the Facilities Advisory Committee. Requests for space should normally be made at least three months in advance.

1. New Construction, Renovation of existing space, or additional space change:

Additional notice is required for major renovations and/or construction. Involvement of Campus Facilities Management is required in order to properly evaluate the existing space for appropriate recommendations. Failure to comply or withholding information will result in inaccurate data and may alter results for funding the additional space. It is in the best interest of the department to provide as much accurate information as possible.

2. Space Function Change or Employee Changes:

If an employee change has taken place within a department or unit, no space request form is needed however, individuals should make sure the space utilization survey reflects this change or is noted within the survey. In the event that a function of space change has taken place, sections I and/or II of the space request form should be filled out, (appendix E, sec. I and II). It is the responsibility of each department, college, or unit to inform the Facilities Space Planner/Analyst in writing (appendix E) of the change has taken place for proper documentation of records. The cooperation of the department or unit is required. Failure to do so will result in inaccurate data reporting.

3. Unassigned Space:

Unassigned space will automatically revert back to Campus Facilities Management. Any unassigned space will remain under the Campus Facilities Management until the space has been reassigned. If any department unit or college desires acquisition of this space, the space request form should be filled out notating the building, floor and room number of the space being requested.

4. Space Standards:

The office of Campus Facilities Management will perform space analysis and evaluation reports. Space standards (see appendix F) will adhere to national benchmarks identified by the Facilities Space Planner/Analyst, Facilities Advisory Committee and approved by the Chancellor and Provost to ensure the campus space is consistent with national norms and other cohort institutions.

III. Classrooms

All general purpose classrooms are controlled and scheduled by the Office of Registrar. Change in classroom use requires the approval as stated above in Assignment and Reassignment of space. The Registrar's Office should be notified of any assignment or reassignment of classroom space by the department

requesting the change and an impact report should be evaluated and approved before final submittal to the Facilities Advisory Committee.

The instructional facilities at UMKC should meet a criterion level of classroom utilization and station occupancy. If the classroom and class lab criteria and utilization standards in this policy are not minimally met, then the University Registrar has the right to relocate the courses to another appropriate location and time on campus. The following are the classroom utilization standards that are used for assessing acceptable classroom and class lab utilization at UMKC.

Definition: Instructional facilities are defined as seminar, classrooms, lecture rooms, auditoria and teaching labs as designated in the campus' Archibus space inventory system.

A. Seminar, Classrooms, Lecture Rooms and Auditoria

See Class room Utilization standards studies by Ad Astra, Appendix C.

B. Class and Computer Laboratories

See Class room Utilization standards studies by Ad Astra, Appendix C.

1. Classrooms not in the general classroom pool will have limited campus funds expended for renovation, equipment, furniture and/or maintenance. The College, School and/or Department will typically bear these costs directly unless they are willing to transfer the classroom into the general classroom pool or are creating new classroom inventory that results in increased capacity.
2. A College, School and/or Department may voluntarily turn over an instructional facility to the general classroom pool. A memo should be sent to the Assistant Vice Chancellor Facilities and copying the University Registrar and the Campus Facilities Space Management Office indicating the request for transfer.

3. Any School, College, department, etc., that requires technology to be installed in the General Pooled Classrooms, should send these requests directly to the Chief Information Officer/Vice Provost for Academic Programs and Research for funding consideration.

C. Relocating Classes Due to Student Enrollments or Other Institutional Priorities (PENDING REVIEW OF REGISTRAR'S OFFICE)

The following is the criteria and process for relocating classes due to student enrollment or other institutional priorities.

1. The initial responsibility of placement of classes resides with the Office of the University Registrar. Historical enrollment realities, accreditation requirements, instructor/department requests, and classroom availability govern these procedures. Under the leadership of the Provost's Office, in discussion with the appropriate Dean's office and/or chairs, the goal is to spread classes over a larger portion of the day, thereby maximizing use of available space and helping avoid simultaneous course offerings.

In order to maximize the utilization of available classrooms and auditoria, it is possible that a class will meet one day in one auditorium/classroom, one day in another. This scheduling concept could be negotiated on a case by case basis or whenever possible, could be applied to a department and/or division.

2. For all classes that are initially placed in classrooms with 60 seats or more, the actual enrollments will be carefully monitored as the University seeks to serve well and efficiently the increased numbers of students.
 - It is most likely that movement of courses will occur during Summer Welcome or during the October-December Early Registration period. Courses that might be expanded if larger classrooms are available will be likely possibilities for relocation. The appropriate Dean's Office, working with department Chairs and the Office of the University Registrar, will attempt to negotiate fair and equitable arrangements.
 - Every effort will be undertaken with reference to the class being relocated to find a comparable classroom as close to the original one as

possible, and as conducive to the same type of instruction as initially planned. The registrar's office, with the assistance of the office of Campus Facilities Management, will conduct a study on a semester basis of department/ division-scheduled rooms in order to see whether greater utilization is possible and appropriate. If it seems clear that the good of the institution as a whole will be better served by more ready access to department/division-scheduled rooms, the Provost Office will attempt to facilitate such increased utilization.

Offices involved in these transactions are aware that "increased" capacity does not automatically mean "comparable" or "greater" quality, but every effort will be made to achieve this. The expansions in capacity that are likely will ordinarily mean no more than a maximum increase of 20 - 25% in enrollment. In any event, the target will be no less than 80% utilization for as many classrooms/auditoria in as many time slots as possible. See Class room Utilization standards studies by Ad Astra, Appendix C.

3. If a School, College and/or Department is removing teaching facilities and/or creating new teaching facilities via renovation and/or new construction, a completed Space request Form must be submitted to ensure that not only is the room capacity adequate for the requesting School, College and/or Department but that these teaching facilities meet the teaching needs for the campus and the units' strategic plan. Final approval from the Chancellor, Provost and Vice Chancellor is required for the removal or addition of any departmentally scheduled teaching facility.

A completed Space Request Form will be required prior to the construction or renovation of a teaching facility. The Space Request Forms are available for download at Campus Facilities Management website at <http://www.umkc.edu/adminfinance/cfm/spaceplanning.asp>.

IV. Process for Requesting Leased Space:

- A. If the leased space is funded solely from departmental funds then the department will work directly with Business Services to obtain/negotiate the lease and Business Services will consult with Campus Facilities Management

regarding other services on an as-needed basis.

- B.** If the leased space is being partially or wholly funded by the campus, then the requesting department must complete the Space Request and Assessment Form (SRAF) and then proceed through the campus committees on space for review and approval prior to the finalization of the lease.
- C.** If a facilities/space agreement is being negotiated with a non-E&G Education and General division/department (ex. UMKC University Center) by an education and general administrative/unit/department/division (E&G) whether departmentally funded and/or campus funded, then the space request forms (SRF) must be submitted and approval must be obtained first, before the facilities/space agreement can be executed.

V. Process for Requesting Campus Controlled Space

Any Vice Chancellor and/or Dean requiring additional space may submit a request for assistance in locating additional space through the following process.

- A.** Submit the Space Request Form in writing to the Assistant Vice Chancellor, Campus Facilities Management, 101 GSB for analysis and Facilities Advisory Committee recommendation. All Space Request Forms must be filled out completely to be considered; this includes all appropriate signatures as well as fiscal and program qualifications. Space requests will then be approved through the office of the Chancellor, taking into consideration the recommendations of the Facilities Advisory Committee.
 - 1. The Space Request and Assessment Forms can be found on the Campus Facility Management web page at <http://www.umkc.edu/adminfinance/cfm/spaceplanning.asp> Note: Prior to submitting a request for space in writing, a Vice Chancellor or Dean should first determine whether internal re-allocation can occur to resolve a space need. If it has been determined by the Vice Chancellor or Dean that they are fully utilizing their existing space, then a request for additional space could be made.
 - 2. A full evaluation of the space assigned to and requested by the requesting unit will be compared with the space need as determined by the Facilities

Advisory Committee using accepted space standards and guidelines based on nationally accepted norms.

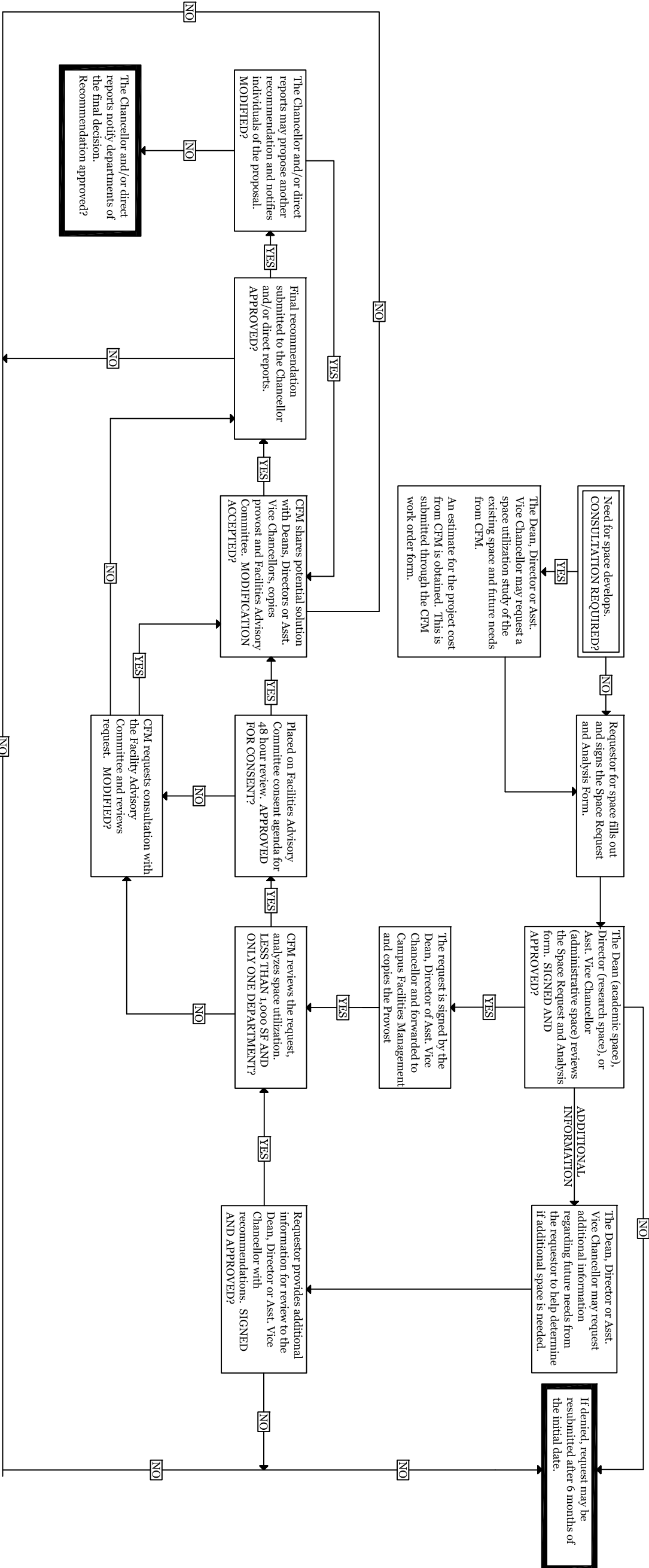
Space Request and Assessment Forms (SRAF) can be downloaded here

<http://www.umkc.edu/adminfinance/cfm/spaceplanning.asp>.

The completed SRAF should then be forwarded to the Assistant Vice Chancellor-Facilities, Campus Facilities Management, 101 GSB for analysis and the Facilities Advisory Committee recommendation.

Appendix A
Space Request Process Flow Chart

Space Policy Flow Chart



Appendix B
Research Space Policy

B. Research Space Policy

As adopted by Provost on June 10, 2004 and Revised 9-13-04.

Fulfilling our institutional vision will require resources in the form of dollars, facilities, and people. This policy addresses research space, which is one critical component of these resources. The overall objective of this policy is to help assure that university space is sufficient and that its use is flexible enough to support our mission. Accordingly, the policies and guidelines described below address the allocation and use of research space and are designed to:

- Enhance the scholarly productivity of the faculty,
 - Increase the amount of sponsored research, and
 - Recruit and retain faculty members.
- 1. Definition of research space:** Research space is space used in the conduct of research and is considered to include all space used by personnel involved in the research, including faculty researchers, undergraduate and graduate students, postdoctoral students, research assistants and associates, and technical and managerial staff. This definition includes activities involving the training of individuals to conduct research where the space is also used for other research purposes. Institutional Resource Facilities that may be used by multiple researchers are also included in the definition of research space. Faculty office space is not considered research space, nor is classroom or laboratory space that is used solely or predominantly for instruction.

 - 2. Authority for assigning space**
 - a.** The Collected Rules and Regulations (section 110.010) of the University of Missouri vest authority for the assignment of space with the chancellor.
 - b.** As delegated by the chancellor, the Provost and Vice-Chancellors will establish policies and procedures for the assignment and use of research space, including both existing and newly created space.

- c. Deans will have authority for the assignment of research space within their academic units as delegated by the provost.

3. Criteria/factors used to assign research space

Research space is considered to be a valuable resource to be judiciously assigned in support of the campus mission and goals. Research space assigned to individual faculty members, departments, or academic units should not be considered to be permanent. Faculty members may be subject to reassignment of research space as a result of inadequate research productivity. Factors such as the amount of external research support, indirect cost recovery, supervision of graduate students, residents, scholarly activity, and fellows on research projects may be considered in reassigning space. Prior to reassignment of their research space, faculty members will be afforded an opportunity to provide additional information in support of their current space assignment.

Periodic reviews of space utilization should be conducted to assess current and future research space requirements and to determine if research space is being used efficiently and effectively. Such reviews will use established campus criteria, including the centrality of the program to the campus mission, the scholarly productivity of the program and its future potential, the amount of external funding, the programmatic requirements of individual projects, the contributions to graduate education, and the extent to which the program involves inter-departmental or interdisciplinary collaborations.

Any reassignments of research space should minimize disruptions to active research, while balancing the needs of both individual programs and the goals of the university. These criteria will be used to reallocate space among academic units and to assign space to individual projects.

In addition, academic deans and department chairs are encouraged to develop additional specific criteria for research space assignments within their units. National standards and information from comparator institutions should be employed, as appropriate, for these purposes.

Academic units requesting additional research space must provide justifications based on these criteria. Inter-school sharing of space and interdisciplinary collaborations and partnerships involving the shared use of space are encouraged.

Appendix C
Classroom Space Utilization

Seminar, Classrooms, Lecture Rooms and Auditoria

The standard scheduling week for UMKC is 79 hours (8:00 a.m. – 10:00 p.m. on Monday through Friday and 8:00 a.m. – 5:00 p.m. on Saturday), with a highly utilized 20 hour subset of the overall scheduling week considered “primetime.” UMKC’s primetime consists of the 20 hour time period of 9:00 a.m. – 2:00 p.m. Monday through Thursday.

Eighty percent (80%) utilization is considered a sustainable capacity (16 hours and 63 hours respectively, per week, per room) within this 20 hour primetime and 79 hour standard scheduling week.

The station utilization percentage should be at least seventy percent (70%) of the seats within a seminar, classroom, lecture room and auditoria on average at any given time.

Class and Computer Laboratories

The standard scheduling week for UMKC is 79 hours (8:00 a.m. – 10:00 p.m. on Monday through Friday and 8:00 a.m. – 5:00 p.m. on Saturday), with a highly utilized 20 hour subset of the overall scheduling week considered “primetime.” UMKC’s primetime consists of the 20 hour time period of 9:00 a.m. – 2:00 p.m. Monday through Thursday.

Eighty percent (80%) utilization is considered a sustainable capacity (16 hours and 63 hours respectively, per week, per room) within this 20 hour primetime and 79 hour standard scheduling week.

The station utilization percentage should be at least seventy percent (70%) of the seats within a class and computer lab on average at any given time. It should be noted that the same standards above apply for those computer labs that are utilized for scheduled instruction.

The above standards are based on nationally accepted norms and UMKC Capacity Management studies by Ad Astra.

Appendix D
Space Request Procedure

Space Request Procedures

The Chancellor has charged the Facilities Advisory Committee with developing a systematic process for considering all campus requests for new or additional academic and administrative space. The following set of guidelines and procedures shall govern that process.

General Guidelines

Requests for space will proceed through the following steps:

Step 1: Department, unit, or individual must complete the Space Request Form and fill out the Spaces Needs Assessment Worksheet in collaboration with school, college or department.

Step 2: After the Space Request and Assessment Form have been completed the Space Request Approvals/Form must be signed by the individual who is requesting the additional space and by the appropriated Dean, Assistant Vice Chancellor, or Director prior to submitting the request to the Facilities Advisory Committee. The completed and signed forms should be sent to Campus Facilities Management, 101 General Services Building (235-1354) to the attention of the Assistant Vice Chancellor of Facilities. Space Request Forms can be found on Campus Facility Management web page at <http://www.umkc.edu/adminfinance/cfm/spaceplanning.asp>.

Step 3: The completed Space Request and Assessment Form and the Space Request approval will be brought to the Facilities Advisory Committee by the chair with the Campus Facilities Management staff recommendations.

Step 4: The following criteria will be used in determining whether or not to recommend and approve the space request.

- **Optimal Utilization of Space:** An assessment as to whether existing space occupied by the department is being used efficiently will be measured using existing space inventory data and current UMKC space planning standards.
- **Leased Space:** If a department, school or college wants to lease space off-campus and is requesting that campus funds be used to pay for any or all of the lease, the following additional steps and criteria must be met and completed.
- **Justification:** Each department, school and college needs to clearly explain why their program cannot be accommodated within the existing occupied space

- **Mission-Fit:** The space is needed for a department, school, or college to grow in directions that are consistent with stated goals of the University and unit strategic planning.
- **Special Needs:** A change in circumstances exist which warrants special consideration.
- **Economic Feasibility:** The cost of the space is consistent with the benefit served and department funds are available or can be drawn from other sources without jeopardizing critical functions.

Step 5: The Chair of the Facilities Advisory Committee will discuss with the Chancellor, Provost and Vice Chancellors, in a timely fashion, the Committee's recommendation (along with a justification) on each request.

Step 6: The Chair of the Facilities Advisory Committee, after discussion with the Chancellor, Provost and Vice Chancellors, will notify the appropriate Dean or Vice Chancellor of the final decision.

Appendix E
Space Request and Assessment Form



Space Request and Assessment Form

| CONTACT INFORMATION: | | | |
|---|-------------------------|---------|-------------------------------|
| Requesting Department: | | Date: | |
| Name: | Phone: | E-Mail: | |
| Request is for: <input type="checkbox"/> On-campus space <input type="checkbox"/> Off-campus space/leased <input type="checkbox"/> Swap existing space with another department/school/college/unit | | | |
| I. SPACE FUNCTION CHANGE WITHIN A COLLEGE, ACADMIC OR ADMINISTRATIVE UNIT: | | | |
| For updating records only, no action required from Facilities Advisory Committee. | | | |
| Changes from: | Bldg: | Room #: | Department/Unit/Program Name: |
| Changes to: | Bldg: | Room #: | Department/Unit/Program Name: |
| II. REQUEST FOR CHANGE IN FUNCTION OF SPACE: | | | |
| For updating records only, no action required from Facilities Advisory Committee. | | | |
| Room #: | Current Room Type code: | | |
| Requested Room Type Change to: | | | |
| For assistance with room type codes, please contact campus facilities at 235.1356. | | | |
| III. REQUEST TO REASSIGN SPACE ACROSS COLLEGES, ACADEMIC OR ADMINISTRATIVE UNITS: | | | |
| Must have signature and approval from Dean, Director or Assistant Vice Chancellor | | | |
| Changes from: | Bldg: | Room #: | Department/Unit/Program Name: |
| Changes to: | Bldg: | Room #: | Department/Unit/Program Name: |
| IV. REQUEST FOR NEW AND/OR ADDITIONAL SPACE: | | | |
| Must have signature and approval from Dean, Director or Assistant Vice Chancellor | | | |
| A. Space will be used for: <input type="checkbox"/> Instruction <input type="checkbox"/> Research/Grant <input type="checkbox"/> Administration <input type="checkbox"/> Storage | | | |
| B. Space will be used by <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Ras/TAs <input type="checkbox"/> Students <input type="checkbox"/> Other (please specify) | | | |
| C. What attempts have been made to locate space within your existing space allocation? | | | |
| D. Have you identified possible space options that may be available? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If yes, please describe and identify building/room#s and attach drawing/floorplans/diagrams/space model study. | | | |

Space Request Assessment Form

| | | |
|---|--|-------------------------------------|
| E. Date Needed: | Length of time needed: | |
| F. Provide information on time constraints: | | |
| G. Grant Funded? <input type="checkbox"/> Yes <input type="checkbox"/> No | Granting Agency: | Grant dates: |
| H. Do you anticipate any existing space being vacated by your department? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| I. Briefly describe the function of your unit: | | |
| J. How much space do you currently have? (total assignable square feet) | | |
| K. What type of space do you currently have? (Instructional, research, office, workspace, storage, etc.) | | |
| L. Number of Full Time Equivalent (FTE): | Number of faculty FTE? | Number of part-time faculty? |
| Number of staff FTE? | Number of part-time staff? | |
| Do you anticipate the number of people in your unit increasing within the next two years? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, please indicate reasons for anticipated growth: | | |
| M. Briefly describe why new or additional space is needed: | | |
| N. Are you anticipating any remodeling or enhancements to accommodate your proposed use? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| O. Explain how the new space will be used to support the department's Strategic Plan and its conformity to the Campus Master Plan. | | |

Space Request Assessment Form

| REQUEST AUTHORIZATION SIGNATURES: | |
|---|---|
| Department Chair/Manager: Comments: | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Date: |
| Dean/AVC/Director (as appropriate) : Comments: | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Date: |
| Facilities Advisory Committee: Chair: Comments: | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Date: |
| Office of the Chancellor: Comments: | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Date: |
| <p>Please return a copy of the completed and signed form to:</p> <ul style="list-style-type: none"> The contact person. The Provost Office/Vice Chancellor relevant to the department. The Assistant Vice Chancellor-Facilities. The Dean of the School/College. <p>For assistance in completing this form, space information or floor plans contact Campus Facilities Management at 235.1356</p> | |

Appendix F
Office Square Footage Standards



| OFFICE SQUARE FOOTAGE STANDARDS UNIVERSITY OF MISSOURI- KANSAS CITY | |
|--|--------|
| Title/Description | NASF |
| Chancellor | |
| Vice Chancellor | 225 |
| Dean | 225 |
| Associate/Assistant Dean | 180 |
| Associate/Assistant Vice Chancellor | 180 |
| Academic Department Head | 150 |
| Administrative Director | 150 |
| Assistant Director/Manager | 130 |
| Administrative Assistant | 120 |
| Financial Officer | 120 |
| Staff Assistant (workstation) | 120 |
| Technician (workstation) | 120 |
| Analyst (workstation) | 120 |
| Full Professor | 140 |
| Associate/Assistant Professor | 140 |
| Instructor | 140 |
| Adjunct instructor (workstation or shared) | 80 |
| Graduate Assistant (workstation or shared) | 80 |
| Professional Staff | 120 |
| Graphic Designer | 120 |
| Architect | 120 |
| Engineer | 120 |
| Secretary/Receptionist (workstation) | 110 |
| Conference/Work Square Footage | 15/FTE |
| * Note: All standards are maximum Net Assignable Square Feet (NASF) | |

Approved April 28, 2003 by Vice Chancellor Administration and Finance