

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: University Space Planning and Allocation

**Regulation and Procedure
Number: URP: 04.505**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman’s University (“TWU” or “University”), and not any group, individual, or unit within it, owns and controls all interior and exterior spaces on campus, as well as any additional properties off campus. Space is a central and finite resource for TWU. Proper planning and allocation of space optimizes the efficient use of this resource and serves to advance the mission and strategic priorities of the University.

APPLICABILITY

This policy is applicable to TWU Employees, Students, and University Affiliates.

DEFINITIONS

1. “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
2. “Space” means all interior buildings and facilities and exterior areas owned or leased by TWU.
3. “Space Management” means oversight of all TWU space and the allocation and reallocation of such, to remain in compliance with this policy as well as federal and state codes, regulations, and laws.
4. “Space Allocation” means assigning or delegating space to a particular individual or unit.
5. “Space Reallocation” means reassigning or re-designating space from one individual or unit to another.
6. “Student” means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic

relationship with TWU, and a person who has been admitted or readmitted to TWU.

7. “University Affiliate” means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
 - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
 - b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
 - c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
 - d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
 - e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

REGULATION AND PROCEDURE

I. Space Management Principles

- A. Oversight and management of space will remain in compliance with this policy, federal and state codes, regulations, and laws and is the responsibility of the Office of Space Management, Real Estate, and Assets (“SMREA”).
 1. In addition to this policy, all employees, students, university affiliates at TWU must also adhere to all other policies, as applicable, related to space management including but not limited to:
 - a. URP 01.280: Rental of Facilities for Non-University Sponsored Events;
 - b. URP 02.200: Scheduling of University Space and Usage;
 - c. URP 02.315: Emeritus Faculty;

d. URP 04.500: Property Management; and

e. URP 04.560: Alterations Changes to Real Property.

B. Regardless of the acquisition method or funding source(s), all spaces are owned and allocated by the University, not any specific division, department, or unit of the University.

C. Space allocations are temporary and subject to periodic review by SMREA. Periodic reviews evaluate current space allocations in order to ensure the appropriate assignment of space, function, and classification of instructional program ("CIP") codes.

D. Because of the impact to space allocation and utilization, departments approving employees for alternate work arrangements, as described in URP 05.620: Alternative Work Arrangements for Staff Employees, will be subject to a space efficiency review conducted by SMREA. SMREA will make space management determinations on the basis of the space efficiency review.

II. Space Allocation and Reallocation

A. Space is allocated on the basis of strategic priorities, programmatic needs, availability, and square footage needs in accordance with the University Master Plan, TWU's strategic plan and its related initiatives, and the State of Texas facilities standards set forth by the Texas Higher Education Coordinating Board. Initiatives related to the University strategic plan will have a higher priority than other requests or initiatives.

B. All requests for changes to University space including but not limited to, allocation, reallocation, alteration, reclassification, capacity, use, or function must be submitted to SMREA through the Facilities Management Project Request process (which also includes review by the requestor's divisional Vice President or Division Head), as described in URP 04.510: Facilities Management Project Review Approval Process.

C. Allocation and utilization of University space shall be the decision of the Chancellor and President ("Chancellor"), or their designee, who is authorized to assign or reassign space to any unit on campus.

III. Reporting

A. All units on campus are responsible for accurately verifying use of allocated rooms with SMREA, according to federal and state codes, regulations, and laws.

B. SMREA will annually report University space, certified by the Vice President for Finance and Administration and Chief Financial Officer, to the Texas

Higher Education Coordinating Board. Funded research space is recorded by the Office of Research and Sponsored Programs (“ORSP”), in consultation with SMREA. It is reported to the National Science Foundation (“NSF”) every two (2) years.

IV. Procedures

SMREA will maintain operating procedures for the management, allocation, reallocation, and reporting of space.

V. Compliance

A. No individual may be allocated more than one (1) private office space, unless:

1. Space is available, and has been identified by SMREA as new space for allocation;
2. The individual’s responsibilities are identified as having uniquely different roles which requires separate spaces;
3. Both the new space and the space currently allocated to the individual have been justified by the Department Head or Director; and
4. The new space is approved by the Vice President or Division Head.

B. Misuse of Space is equivalent to misappropriation of resources. Inefficient use of space, space hoarding, and failing to report vacated space to SMREA is prohibited.

C. At the discretion of the Chancellor or their designee, the Vice President for Finance and Administration and Chief Financial Officer and, after consultation with SMREA, misuse of space will be addressed and rectified.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[University Master Plan](#)

[TWU Strategic Plan](#)

[URP 01.280: Rental of Facilities for Non-University Sponsored Events](#)

[URP 02.200: Scheduling of University Space and Usage](#)

[URP 02.315: Emeritus Faculty](#)

[URP 04.500: Property Management](#)

[URP 04.510: Facilities Management Project Review Approval Process](#)

[URP 04.560: Alterations Changes to Real Property](#)

[URP 05.620: Alternative Work Arrangements for Staff Employees](#)

FORMS AND TOOLS

None

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