Space Principles  
University Space Committee  
NC State University

1. **Responsibility:** The University Space Committee makes all allocations of university space including Centennial Campus and off-campus rental space. The Chancellor makes all space allocations in Holladay Hall.

2. **Transparency:** Activities of the University Space Committee will be transparent. Meeting agendas, meeting minutes and the status of all requests will be available for review.

3. **Local Space Committees:** Each College and Division will establish a Local Space Committee to consider and prioritize local needs and discuss space requests to be made to the University Space Committee.

4. **Making A Space Request:** All requests for new space, reallocation of space, or change in use of space will be made by completion of a Space Request form and submission to the University Space Committee. Persons making requests may appear before the University Space Committee.

5. **Strategic Plans:** Each unit’s Strategic Plan should identify future space needs.

6. **Capital Improvements:** All capital improvement proposals which create new space or change use of existing space will be reviewed by the University Space Committee prior to consideration by the Executive Officers.

7. **Sponsored Programs:** All proposals for external funding must resolve space needs prior to the implementation of an award.

8. **Assessing Space Requests:** The process for reviewing space requests at the local and university levels will be guided by:
   8.1. Space should support the overall educational mission of the university and unit.
   8.2. UNC-GA space standards will be used as the benchmark for assessing type and quantity of all space allocated.

9. **Preferred Space Priorities:** The following priorities will guide space decisions:
   9.1. University Strategic Plan initiatives shall have a higher priority than other programs.
   9.2. Availability of safe and accessible teaching space to meet course offerings and curricular needs will be highest priority.
   9.3. All “110” classrooms are assigned to and under the scheduling control of Registration and Records; priority for room use will be determined by Registration and Records.
   9.4. Co-location of programmatically related activities should have a higher priority than co-location of non-programmatically related activities.

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9.5. A lower priority will be given to units and programs that are unfunded vs. those that are funded.
9.6. Each full-time faculty member should have no more than one private office.
9.7. Privacy is more important than size of office space.
9.8. A department head should have proximity to supervised staff.
9.9. Extension and Field faculty and staff that are on campus part-time shall share office facilities and utilize strategies such as workspace ‘hoteling.’
9.10. Emeriti faculty will be provided shared office space on the basis of availability in accordance with POL 05.20.02 section 2.3.
9.11. Graduate students with research, teaching, or grant assistantships shall be provided shared office facilities on the basis of availability and, where appropriate, utilize strategies such as workspace ‘hoteling.’
9.12. Long term storage (items not requiring regular access) shall be stored at the Central Receiving Warehouse or at an off-campus location.
9.13. Preference shall be given to requests that demonstrate sharing of resources and/or equipment.
9.14. Programs that have funding which may be used for entering into a lease agreement may be given lower priority for allocation of appropriated space.

10. Leasing of Appropriated Space: The leasing of appropriated space by a non-university entity must be approved by the University Space Committee. The following criteria will be used to guide space decisions:
10.1. There is a specific programmatic requirement and unique partnership that makes location of this non-university entity in an appropriated space critical to an academic, research or service component of the university’s mission.
10.2. The amount and use of appropriated space leased is minimized.
10.3. The location of this non-university entity in an appropriated space is intended to be an interim solution and not a long-term solution; careful consideration will be given to the duration of the lease agreement.
10.4. At least fair market value will be achieved as part of the lease agreement.