

POLICY
ON
ACADEMIC AND ACADEMIC-RELATED SPACE
AND
GUIDELINES FOR IMPLEMENTATION

APRIL 2006

I. POLICY

A. The policy applies to the following academic or academic-related space at Brooklyn College :

- Classrooms
- Laboratories
- Offices (faculty and administration)
- Grant- and project-related space
- Special-use space for cultural, technological, and educational events

Regardless of use or function, all space belongs to the College. Priorities on its use are closely linked to the College's mission and, more specifically, to its strategic plan. The College may assign the stewardship of certain spaces to specific departments or units.

B. The allocation and assignment of space will be guided by the following considerations:

- Consistency with the Strategic Plan and long range planning.
- Space is to be used as widely as possible, consonant with its character.
- Space is to be shared by departments and units to the fullest extent possible.
- Instructional space to be scheduled centrally to the extent feasible and desirable.
- Use of space to be tracked and managed by an updated Archibus system
- Use and condition of space will be surveyed periodically.

- C. The provost is responsible for all decisions about space related to the academic enterprise. In making decisions, the provost will be assisted by a Space Advisory Committee, which provides recommendations and advice. Upon due consideration, the provost makes the final determination of space assignments and communicates decisions regarding requests for space to the requesting unit (department or office head, faculty or staff) and to the Office of the Vice President for Finance and Administration for coordination of related facilities, budget and technical support services. *New space may be occupied only upon receipt of due notification of a space assignment from the Office of the Provost.*
- D. The Space Advisory Committee is a standing committee chaired and appointed by the provost.
- The Committee is composed of faculty, students, and administrators chosen for their institutional vision, broad knowledge of College priorities, and commitment to Brooklyn College's long-term goals.
 - It is charged with reviewing and making recommendations on requests relating to the allocation or renovation of space.
 - It meets regularly, normally once a semester, or as needed. A record of its deliberations is available to all members of the College community.
 - So as to devise recommendations that are well-informed and appropriate, it may consult with the parties affected by space decisions and make site visits to view space under discussion.
- E. Requests for new space or re-assignment of existing office space within or among departments, offices, centers and institutes must be approved by the department chair or administrative director or the unit head and submitted to the Space Advisory Committee for review. Once the review is complete, the Provost's Office will notify the requesting unit of the disposition of the request.
- F. Space in science laboratories may be reallocated from less research-active faculty to newly-hired or more active research faculty to avoid the need for costly laboratory renovations.
- G. Space constraints impose upon academic departments an obligation to balance needs of retirees and needs of incoming faculty. Departments and retirees planning for office and research space after retirement will be assisted by the following guidelines:
- Faculty who continue an active connection to the college through adjunct teaching, active scholarly activities and research, or departmental service will, on request, be given consideration to be assigned office space on campus (though they will not necessarily have claims on the office they occupied while an active faculty member). The assignment of such space is not automatic but only on a "space-available" basis. It may be space shared with other retired faculty members and may not be located in the home department.

- Faculty who want to request office or research space for the time after retirement should discuss their requests with the home department. Requests for space should specify (a) what activities the faculty member will be engaged in to benefit the college and (b) an estimate of how much time the retiree anticipates spending on campus.
 - Use of space in the first year after retirement need be approved only by the department but departments are requested to forward information on the request to the Office of the Provost using the standard space request form. The provost will seek regular updates from department heads regarding the use of departmental space by retirees and will share that information with the Space Advisory Committee.
 - All use of space by retirees will be evaluated annually by the department and the Space Advisory Committee. Access to space may be curtailed if the faculty member is not making sufficient or appropriate use of the space.
 - Faculty who are retiring are requested to empty and vacate their office if alternative office space is being assigned. Books, journals or other materials cannot be stored at the College. Retirees may want to consider donating materials to the Library if there is no room for storing them at home.
 - Arrangements for research space will be made with the department and the Dean for Research. Continued use of laboratory space is contingent on the faculty member's demonstration of active solicitation of external support for the research. If, after a reasonable interval, no research support has been obtained, this arrangement may be terminated, as may also happen if the College needs the research space for a new faculty member.
- H. Nothing in this policy should be construed as abridging University or contractual provisions relating to space.

II. PROCEDURAL GUIDELINES

A. Requests

Requests for space assignments by academic departments, offices, centers and institutes must be filed on the standard Request for Space form (available on the college website at http://www.brooklyn.cuny.edu/bc/pdf/space_policy/space.pdf). The form should be submitted to the department chair (faculty) or director (administrative staff) or the unit head for review and approval. The unit head, chair or director will forward approved requests for review to the Space Advisory Committee c/o the Office of the Provost. No academic or academic-related space assignment will take place without the provost's approval.

B. Renovation

In general, if occupied office space or office space to be occupied requires renovation, the department of the individual faculty member or department is expected to identify sources of funding to cover renovation costs.

C. Retired Faculty

Retired faculty who wish to use or continue to use college space must fill out a standard Request for Space form annually and submit it to their department chairperson, who will in turn forward the request along with information about the proposed use of the space to the Office of the Provost for review by the Space Advisory Committee.

D. Approval

Once approved, the Office of the Provost will inform the unit head, department chair or administrative director as well as the Office of Facilities Management of the new space assignment. New space may not be occupied without this notification.

E. Timelines

Changes to be implemented in the Summer or Fall semester should be submitted by the last day of February. Changes to be implemented in the Spring semester should be submitted by the last day of the previous September.

TO: Space Advisory Committee, c/o Provost's Office

FROM: _____
(Sponsoring Dept & Individual)

SUBJECT: Request for Space

DATE: _____

1. Type of space change requested:
- | | |
|--------------------------------------|-----------------------------------|
| ____ New/Additional Space | ____ Renovation |
| ____ Re-assignment of Existing Space | ____ Room Use |
| ____ Retired Faculty Office/Research | ____ Retired Faculty Lab/Research |

2. Describe and justify requested space change. (Please be as specific as possible).

3. Proposed building and room numbers for space request, if known.

4. If renovation or other construction – related costs are requested, identify funding source that will cover the cost of construction/renovation.

Department Chair/Program Director _____ Date _____
Unit Head: _____ Date _____

Provost's Recommendation Approved _____ Declined _____ Date _____

Space Advisory Committee Review Date _____