College of Education Space Management Procedures

Coordination of COE-controlled space in the William Raggio Building is the responsibility of the COE Associate Dean. In the interest of transparency and clarity, beginning in August of 2015, the following procedure for space requests and allocation will be used.

**Overarching Values**

- Decisions regarding space will be made in collaboration with faculty and staff, and will be made with a primary consideration for the best interests of the College as a whole.
- To the extent possible, decisions will be made in favor of housing program area faculty together and near the program’s assigned administrative assistant.
- To the extent possible, decisions that result in the need for faculty or staff to relocate or vacate a space will be accompanied by sufficient notice as well as a clear explanation.
- To the extent possible, faculty seniority will be taken into account in making any decisions on office space allocation.
- We will make a good faith effort to accommodate space needs for grants. Grant-related space will only be allocated on a year-to-year basis. This applies to both existing grant office space and space for new grants.

**Team**

In order to facilitate transparent coordination of space and to consider the needs of both divisions, a Space Team will be formed with the following duties/functions:

- Yearly, review space utilization and allocation of COE-controlled space in WRB,
- Review space proposals from faculty/staff,
- Allocate space for incoming Graduate Assistants,
- Keep abreast of campus space utilization and planning through attending meetings of the Facilities Resource Committee and/or reading the minutes of these meetings,
- Advocate for additional University-controlled space to help meet COE demand,
- Make space recommendations to the Dean.

The team will consist of the Associate Dean, the Director of Teacher Education and Human Development, the Director of Professional Specialized Studies, and one Center representative. It will meet at least once per semester.

**Procedure for Space Proposal Requests**

1. Faculty and staff wishing to make a request for a change in COE-controlled space must submit a completed [Space Request Form] to the Associate Dean.
2. The Associate Dean will convene the Space Team to review space request(s) at least once per semester. The faculty/staff member submitting the request is encouraged to attend the meeting to provide clarification and answer questions.
3. The Space Team will make a recommendation regarding each proposal. Space Team recommendations will be shared with the Dean.
4. Final recommendations will be shared with the faculty/staff member submitting the request and the appropriate Program Coordinator or Center Director.

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