

POLICY TITLE: <b>Secchia Center Space Allocation</b>	
Category & Number: FAC-3	Last Revised Date:
Effective Date: 01/01/2013	Revision Number: 1.0
Responsible Party: Secchia Center Director of Operations	Page 1 of 2
Persons Affected: Faculty and Staff Assigned to Work in the Secchia Center	

### **1.0 Policy/Purpose:**

The College of Human Medicine adheres to the university's principles regarding allocation of space. Allocation of space is dynamic; in order to meet continually evolving programmatic and operational needs, space is reviewed on a regular basis and may be reallocated and/or reassigned as necessary. The CHM-West Michigan Operations Manager has delegated authority and responsibility for the management of space in the building. This includes maintaining an accurate inventory of space, maintenance of space, allocation/reallocation of space, and maintenance of records to include occupants of specifically assigned spaces. If/when specifically-identified space (i.e., offices and workstations) has been allocated to a specific unit, that unit's designated administrative lead will be responsible for allocation of space within the unit with the understanding that allocation/reallocation will be done in consideration of these broader guidelines. In alignment with university principles regarding space allocation, the following guidelines for the allocation of space in the CHM West Secchia Center, specifically offices and workstations, are provided.

### **2.0 Space Assignment Guidelines:**

- 2.1 Priority for the assignment of offices will be for full-time faculty and senior administrative staff (AP/APSA 13 and above or, in specific cases, academic specialists if the work justifies an office) **whose only or primary work location is in Grand Rapids**. University guidelines are that full-time faculty will be accommodated with one private or semi-private office whenever possible.
- 2.2 Senior associate and associate deans and senior administrative staff (APSA 13 and above) whose primary work location is not Grand Rapids but who maintain a regular presence in the Secchia Center (at least one day/week) will be accommodated in a private or semi-private office *whenever possible*.
- 2.3 Assistant deans and other senior administrative or academic staff whose primary work location is not Grand Rapids but who are required to work in Grand Rapids at least 60% of their time, will be given next priority for offices *when possible*.
- 2.4 Specific work stations will be assigned to all other regular faculty and staff (defined as 0.5 FTE or above) whose primary work location is Grand Rapids.
- 2.5 Other faculty and staff, including those employed less than 0.5 FTE, non-employed faculty, visiting faculty and administrative staff including chairs, directors and deans whose primary work location is not Grand Rapids, may be assigned a specific workstation if available, but in general, non-assigned workstations or touch-down spaces will be made available.
- 2.6 Rooms for private conversations or confidential phone calls are available on the third and fourth floors for the faculty and staff who require them.

### **3.0 Procedures:**

- 3.1 To request allocation of additional space, submit request in writing to the Director of Operations. Requests must include:
  - Reason for the additional space allocation

- Type and amount of additional space being requested (e.g., one office, one assigned workstation, etc.), following the general guidelines described above. If the request is not consistent with the guidelines, justification for the request must be provided,
- Names and classification of the faculty/staff who will occupy the requested space
- A brief description of what actions have been taken in an attempt to accommodate the need for additional space within the unit's currently-assigned space.

**3.2** Exceptions to these guidelines may be made by the Secchia Center Director of Operations in consultation with the Secchia Center Space Allocation Committee, (Associate Dean for Administration, Senior Associate Dean for Research, Associate Dean for Academic Affairs, and the CHM Director of Operations.)

#### 4.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0			Original