



# Space Policies

Space Planning & Management  
Design & Construction Management

Please visit <http://designconstruction.mst.edu/spacemanagement/>  
Email [spaceman@mst.edu](mailto:spaceman@mst.edu) with any questions.

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## **General Space Assignment Policy**

The Space Committee is responsible for making recommendations for assignment of any and all campus space.

### **Process for Requesting Assignment of Campus Controlled Space**

Any Department or Division requiring additional space may submit a request for assistance in locating additional space through the following process.

1. Submit the Space Request Form online for consideration of the Space Committee. All Space Request Forms must be filed out completely to be considered; this includes all appropriate approvals as well as fiscal and program qualifications. The Space Committee will then act on the space request, making recommendations to the Chancellor.
2. Space Request Forms (SRFs) can be found and downloaded at <http://designconstruction.mst.edu/spacemanagement/>.

The completed SRF should then be submitted online for Space Committee discussion and processing.

**Note:** Prior to submitting a request for space online, a Division or Department Head should first determine whether internal re-allocation can occur to resolve a space need. If it has been determined by the Division or Department Head that they are fully utilizing their existing space, and then a request for additional space can be made.

## **Vacated Space Policy**

**Purpose:** This policy is to serve as a guideline for the allocation of space that is vacated by the tenants occupying a new building or division, department, unit or program that will be re-organized or dissolved.

- When a Division, Department, Unit or Program relocates to newly acquired or constructed facilities, the vacated space will be assigned to the Chancellor / Administration and will then be re-assigned
- If the space vacated is located in non-university leased space or occupied under an agreement, the renewal and continuance of the lease or agreement must be approved by the Chancellor / Administration before any occupancy or new negotiations take place.
- Re-organized Divisions, Departments, Units or Programs If a Division, Department, Unit or Program is reorganized or dissolved that results in the elimination of the program and/or faculty and staff, the space vacated will revert to the Chancellor / Administration and will be re-assigned.
- If a Division, Department, Unit or Program reorganizes, but does not eliminate the program and/or faculty and staff, it is not considered vacated space and will not revert to the Chancellor / Administration for reassignment.

## **Campus Policy on Space**

**Purpose:** The purpose of this policy is to specify the conditions under which the Campus will lease space for academic and administrative units at Missouri S&T.

### **Background**

The Missouri S&T campus actively promotes planning for space needs at the divisional, departmental, and administrative levels. Divisions and departments are encouraged to make programmatic decisions such as those involved in recruitment or acquisition of grants, with space needs in mind. Costs associated with obtaining and/or renovating space must be included in the total budget to reflect true operational program costs.

Departments requesting additional space must first look within their existing space assignments and study the feasibility of internally reallocating space to meet existing needs. If the department cannot reallocate space internally, or if the type of space needed does not reflect the type of space available, the division or administrative unit will look within its current assigned space to identify usable space to meet the needs of the requesting unit.

Should adequate space not be identified, the division or administrative unit will complete and submit a form to spaceman@mst.edu for consideration by the Space Committee to identify other campus space that may be made available to the requesting unit. SPM will identify unused assignable space, assigned but unused or underutilized space or space assigned to another unit as appropriate to meet the needs of the requesting unit.

### **Conditions Warranting Space**

Requests for leased space may include, but are not limited to:

1. Site specific requests to support service provision and/or data collection in situations where such activities cannot feasibly be conducted in an on-campus location.
2. Requests from divisions or administrative units in situations where no functionally adequate space can be provided on campus at a reasonable cost.
3. Requests to support functions which benefit the entire campus and for which no acceptable on-campus space is available.
4. Requests for swing space that cannot be accommodated on campus within existing owned facilities.

In general, requests for leasing of space to meet programmatic requirements for service delivery or data collection will be considered only if funds for lease costs are

available in the operating budget of the program. Requests from divisions or administrative units for other purposes will be honored only if suitable space is unavailable and if the state of available space is such that remodeling or relocation costs would exceed the costs if leased space, especially for short term use.

### **Process for Requesting Space**

1. If the leased space is funded solely from departmental funds then the department will work directly with Business Services to obtain/negotiate the lease and Business Services will consult with SPM regarding other services on an as-needed basis.
2. If the leased space is being partially or wholly funded by the campus, then the requesting department must complete the Space Request Form (SRF) and then proceed through the Space Committee for review and approval prior to the finalization of the lease.

## **Classroom Utilization Policy**

This policy is to address the utilization of instructional facilities at Missouri S&T, including the parameters by which these instructional facilities will be included in the general classroom pool and/or renovated/maintained by the campus utilizing general operating funds.

**Definition:** Instructional facilities are defined as seminar, classrooms, lecture rooms, auditoria and teaching labs as designated in the campus' Archibus space inventory system.

1. The instructional facilities at Missouri S&T should meet a criterion level of classroom utilization and station occupancy to deem the instructional facility as efficiently utilized. If the classroom and class lab criteria and utilization standards in this policy are not minimally met, then the University Registrar has the right to relocate the courses to another appropriate location and time on campus. The following are the classroom utilization standards that are used for assessing acceptable classroom and class lab utilization at Missouri S&T:
  - Seminar, Classrooms, Lecture Rooms and Auditoria
    - Minimum hourly use – 30 hours per week
    - \*Station Utilization percentage – 70%
      - \*This denotes that per course section at least 70% or greater of the seats within a seminar, classroom, lecture room and auditoria must be filled on average at any given time.
    - The above standards are based on nationally accepted norms.
  - Class and Computer Laboratories
    - Minimum hourly use – 20 hours per week
    - \*Station utilization percentage – 80%
      - \*This means that per course section, at least 80% or greater of the student laboratory stations within a class laboratory must be filled on average at any given time.
    - The above standards are based on nationally accepted norms.
    - It should be noted that for those computer labs that are utilized for scheduled instruction that the same standards above apply.
2. If a classroom is not in the centrally scheduled classroom pool then no campus funds will be expended for renovation, equipment, furniture and/or maintenance. The Division and/or Department will bear these costs directly unless they are willing to transfer the classroom into the general classroom pool.

3. A Division and/or Department may voluntarily turn over to the general classroom pool an instructional facility. A memo should be sent to spaceman@mst.edu and a copy should be sent to the University Registrar indicating the request for transfer.
4. Any division, department, etc., that requires technology to be installed in the Centrally Scheduled Classroom Pool, should send these requests directly to the University Registrar for funding consideration.

## **Guideline for Relocating Classes Due to Student Enrollments or Other Institutional Priorities**

**Purpose:** to identify a few operating principles that govern reassignment of initial class location in light of the realities of student enrollments and changing institutional needs. It should be noted that these guidelines apply to all teaching facilities including classrooms, seminar rooms, auditoria and class laboratories.

The following is the criteria and process for relocating classes due to student enrollment or other institutional priorities.

1. The initial responsibility of placement of classes resides with the University Registrar. Historical enrollment realities, instructor/department requests, and classroom availability govern these procedures. Under the leadership of the Provost's Office, in discussion with the appropriate Dean's office and/or chairs, the goal is to spread classes over a larger portion of the day, thereby maximizing use of available space and helping avoid simultaneous offering of courses.
2. In order to maximize the utilization of available classrooms and auditoria, it is possible that a class will meet one day in one auditorium/classroom, one day in another. This scheduling concept could be negotiated on a case by case basis or whenever possible, could be applied to a department and/or division.
3. For all classes that are initially placed in classrooms with 60 seats or more, the actual enrollments will be carefully monitored as the University seeks to serve well and efficiently the increased numbers of students.
  - It is most likely that movement of courses will occur during Opening Week or during the October-December Early Registration period. Courses that might be expanded if larger classrooms were available will be likely prospects for relocation. The appropriate Dean's Office, working with Department Chairs and with the University Registrar, will attempt to negotiate fair and equitable arrangements.
  - Every effort will be undertaken with reference to the class being relocated to find a comparable classroom as close to the original one as possible, and as conducive to the same type of pedagogy as initially planned.
  - Offices involved in these transactions are aware that "increased" capacity does not automatically mean "comparable" or "greater" quality. But the expansions in capacity that are likely will ordinarily mean no more than a maximum increase of 20 - 25% in enrollment. In any event, the target will be no less than 75%-80% utilization for as many classrooms/auditoria in as many time slots as possible.



4. The preceding points pertain especially to centrally-scheduled classrooms and auditoria. With the assistance of the Space Planning and Management (SPM), the campus will conduct a study on a semester basis of department/division-scheduled rooms in order to see whether greater utilization is possible and appropriate. If it seems clear that the good of the institution as a whole will be better served by more ready access to department/division-scheduled rooms, the Space Committee will attempt to facilitate such increased utilization.
5. The responsibility for implementation of these guidelines resides with the Space Committee, which in turn will work closely with divisional deans, department chairs, and the Office of the University Registrar.
6. Any Division and/or Department that wants to request the removal of departmentally controlled teaching facilities must first come to the Space Committee for discussion prior to a recommendation to the Chancellor. Final approval from Chancellor is required for the removal of any departmentally scheduled teaching facilities.
7. For those instructional facilities that have a capacity of 20 or more seats and/or stations, a completed Space Request Form will be required prior to the construction or removal of a teaching facility. The Space Request Forms are available for download at [designconstruction.mst.edu](http://designconstruction.mst.edu).
8. If a Division and/or Department is removing teaching facilities and/or creating new teaching facilities via renovation and/or new construction, with fewer than 20 seats, a completed Space Request Form must be submitted to ensure that not only is the room capacity adequate for the requesting Division and/or Department but that these teaching facilities meet the teaching needs for the campus.

## **Emeritus Faculty Space Assignment Guideline**

**Introduction:** Since the need for space at S&T is increasing and funding for new construction and additions to existing buildings is scarce, all units in the University must constantly assess the use of and needs for space. To assist in the unit's review of their own space usage, the Space Committee has requested that some guidelines be provided by the campus regarding the allocation of space for emeritus faculty. Therefore, these space assignments guidelines provide some rationale to each Administrator on the criteria that should be met when allocating space to present and future emeritus faculty.

### **Emeritus Designation**

The following set of rules and exceptions for granting emeritus status were approved by the Board of Curators in 1968 and amended in 1994. No reference is made to continuing provision of office, laboratory, or studio space.

#### **320.090 EMERITUS DESIGNATION**

- **RULE** -- The procedure for granting the title of "Professor Emeritus/Emerita" or "Associate Professor Emeritus/Emerita" shall originate with the retiring faculty member's department. The appropriate title shall be granted to any member of the Faculty on regular appointment in good standing at the time of his or her retirement, who
  1. Holds the rank of full or associate professor and has been a member of the Faculty for at least fifteen years; or has held the rank of full professor in the Faculty for at least five years;
  2. Has indicated the desire to receive emeritus status; and
  3. Whose contributions to the department and the University are recognized as meritorious as determined by majority vote of the tenured members of the department, such determination then being transmitted by letter to the Chancellor.
- **EXCEPTIONS**
  1. A retiring member of the Faculty who is not covered by the above rule who has been recommended by majority vote of the tenured members of the faculty of the department and by the Dean of the faculty member's school or college may be awarded an emeritus designation by the Chancellor when the faculty member
    - a. has retired in good standing;
    - b. has indicated the desire to receive emeritus status; and

- c. his or her contributions to the department and the University are recognized as meritorious.
- Members of the Faculty who have received the title of emeritus shall continue as members (non-voting) of the campus Faculty; and their names shall appear in the list of Officers of Instruction and Administration in the University catalog. Persons retiring from the University who do not receive the title of emeritus shall receive no title designation.

There is no entitlement to office space that accompanies emeritus status. However, (1) if space is available and (2) an individual's activities justify it, the space assignment for emeritus faculty should use the following criteria:

1. Is the individual actively involved in official activities of the University? If so, and if available, space should usually be provided. Active is defined as contributing in a significant amount to on-campus teaching, advising, or research/scholarly productivity.
2. The portion of office space allocated should be proportional to the contribution to the department mission. Shared offices would be the norm for emeritus faculty members maintaining less than full time involvement and contribution.
3. If an emeritus faculty member's appointment or contribution is less than .25 FTE per week, no office space should normally be provided.
4. For all other types of space usually assigned to a faculty member, such as research labs, greenhouses, animal quarters, etc., the same criteria listed above should apply.

## **Multiple Office Guidelines**

This document is to serve as a guideline for Deans, Directors, Department Chairs, etc., when having to evaluate or refute the request for more than one office. Below is the guideline.

1. The following is a guideline for Deans, Directors, Department Chairs, etc., to use to deny requests for a second office assignment on campus.

The campus guideline for those individuals who request more than one office on campus is that only one office shall be provided per individual on campus. It is assumed that a faculty member's primary office is provided within his/her home department, and that every tenure track faculty member is entitled to an office.

Also, this guideline acknowledges those faculty members who have full-time administrative appointments outside of their home department. It is assumed that their academic home departmental office can be used for other space purposes, but will be made available to the departing administrator once their administrative appointment ends.

2. The following is a guideline that provides a frame work for those employees for whom more than one office assignment would be acceptable.

If there is a programmatic need for a faculty member to spend at least 50% of his/her paid time at an off-campus owned or leased site, this would qualify the individual for a second office at the off-campus site. An off-campus site is being defined as any building/space that is not physically connected to the main S&T campus.

- Examples of some off-campus sites are as follows:

Hy Point, Experimental Mine, etc.

3. Future requests to the campus for space will require the evaluation/analysis of the utilization of the requestor's existing space, including compliance with this guideline.