



## Policy 12: Principles of Space Allocation and Usage

### GENERAL PRINCIPLES

1. All Virginia Tech space at the Northern Virginia Center belongs to the University, not to colleges, departments, institutes or other administrative units.
2. Space at the Northern Virginia Center is under the administration of the Vice President and Dean for Graduate Education, with delegated authority to the Associate Dean of the Graduate School in the National Capital Region/Director of the Northern Virginia Center. The Associate Dean /Director shall allocate space in accordance with the Principles, with recommendations from the Northern Virginia Center Space Committee. Final oversight on all space decisions sits with the Vice President and Dean for Graduate Education.
3. Space at the Northern Virginia Center shall be allocated and managed with an emphasis on equity and optimal utilization for each organizational unit.
4. Space allocated to organizational units will be administered by the unit's director, who may assign it as he or she deems appropriate. This allocation may change from time to time, as programs require more or less space.
5. In accordance with Virginia Tech Policy No. 1000, *Policy on Policies*, the Vice President for Graduate Education will retain the right to add, remove, or amend existing policies concerning the Northern Virginia Center.

### SPACE ALLOCATION

6. When feasible, space allocations and alterations shall be consistent with the space guidelines found in the *Virginia Tech Design and Construction Standards*, available in the Director's office, the Library/Resource Center, and on the Web at [www.facilities.vt.edu/documents/Design\\_Guidelines.pdf](http://www.facilities.vt.edu/documents/Design_Guidelines.pdf).
7. Full-time faculty and staff using the Northern Virginia Center for their primary office space shall be assigned space from their departments by the Program Director or department head on a priority basis over others with offices located elsewhere in the National Capital Region or Blacksburg. Departments will assign office space that is semi-private or shared in order to maintain maximum utilization of space at the Northern Virginia Center.
8. Hoteling offices will be provided by the Northern Virginia Center on a space-available basis. Hoteling offices will be reserved to meet short-term demands when occupancy needs are higher than the space available and are meant to be allocated to multiple users.
9. All meeting areas, classrooms, seminar and conference rooms will be a part of the Facilities allocation pool, and will be available for reservation by any department or other administrative unit. Exceptions may only be granted through the Associate Dean and Director.
10. The allocation of space does not authorize space alterations, including removal of existing furniture by colleges without prior review and approval by the Associate Dean and Director.

## FUNCTION AND ROLE OF THE SPACE COMMITTEE

11. The function of the Space Committee is to:
  - a. Develop policy recommendations on space-related issues
  - b. Maintain an annual space inventory/audit, available on the NVC intranet and including:
    - i. The current classification of all spaces (i.e., which spaces are offices, classrooms, meeting spaces, laboratories, and storage or utility spaces)
    - ii. The allocation of all spaces to specific programs and administrative units
  - c. Consider all requests for space at the Center and make recommendations to the Associate Dean and Director, ensuring all decisions no later than two months prior to the start of the semester.
12. The Space Committee shall be comprised of:
  - a. Chair: Associate Dean and Director, *ex officio*
  - b. One representative from the College of Engineering
  - c. One representative from the College of Liberal Arts & Human Sciences
  - d. One representative from the College of Natural Resources and Environment
  - e. One representative from the Pamplin College of Business
  - f. One representative from the Northern Virginia Center Administrative Staff
  - g. One representative from the academic support staff
  - h. One graduate student representative, who must be enrolled in a degree-granting program at the Northern Virginia Center
  - i. Director of Alumni Programs in the National Capital Region
13. On an annual basis, the Space Committee shall review and revise a report, prepared by the heads of each department in the Northern Virginia Center, which details the use of space. This report shall include:
  - a. A listing of all spaces that have been allocated to each department
  - b. Specific use for each room not occupied by a faculty, staff or graduate student
  - c. For each occupant, it shall be noted if the person has office space other than in the NVC
  - d. For lab spaces, it shall be noted which faculty and students are assigned to use the particular lab.

## REQUESTING ADDITIONAL SPACE

14. Departments may request additional space when the department's currently-occupied space cannot accommodate its needs.
  - a. Space requests should be submitted as far in advance as practical, but *at least ninety days* before the need arises, using the NVC Space Request form available from the Director's office. All new and pending requests will be evaluated by the NVC Space Committee at least two months before each full semester.
  - b. The Space Committee will evaluate the request and may develop one or more space plans that accommodate the applicant's request. All affected parties for feedback, comment and possible revision will review these alternatives.
  - c. In a timely manner, the Space Committee will vote on whether to recommend that the NVC Director either decline the proposal, providing reasons for the decision, or whether to accept the proposal, identifying available space through the most current space inventory.

- d. Requests for space may be denied where:
    - i. Renovation would substantially alter the square footage or flexibility of the space
    - ii. There is no available funding from the requesting department to make the space suitable
    - iii. The need does not serve the University's Strategic Plan
    - iv. The request creates average square footage allocations that are higher than the guidelines established in the *Virginia Tech Design and Construction Standards*
  - e. Decisions regarding space allocation or reallocation will be made by the NVC Director. Decisions may be reviewed by the Vice President & Dean of Graduate Education, who retains ultimate authority and will decide in consultation with the college deans and the Senior Vice President for Academic Affairs.
15. Requests for laboratory space may be denied where:
- a. The existing building infrastructure (electricity or air handling) is inadequate for intended use
  - b. Suitable space is available elsewhere in the National Capital Region

## LABORATORIES

16. Laboratories are defined here as any space assigned to a program or administrative unit that is not designated as meeting space or offices. Laboratories may be used for research, clinical services, or to co-house graduate student with appropriate equipment or technology. Requests for additional laboratory space, reallocation of laboratory space, or renovation of laboratory space will be evaluated based upon whether:
- a. The request maintains an open and flexible space potentially used by more than one program
  - b. The request enhances interdisciplinary learning and collaborative research
  - c. The request fosters teaching opportunities and distance learning
  - d. The request provides graduate students with a place in which to work and learn
  - e. The request supports funded research
17. Requests for laboratory space may be denied where:
- a. Renovation would substantially alter the square footage or flexibility of the space
  - b. There is no available funding, either from the departments or from grants, to make the space suitable for laboratory needs.
  - c. The existing building infrastructure (electricity or air handling) is inadequate for intended use
  - d. Suitable space is available elsewhere in the National Capital Region

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