



University of Connecticut Health Center

POLICY NUMBER 2009-01

September 24, 2009

POLICY: SPACE MANAGEMENT POLICY

PURPOSE:

To ensure that space is allocated on the basis of programmatic need as well as clinical, research, academic and administrative priorities, and to allow for the reallocation of space as needs or priorities change. This policy also sets forth space management responsibilities and establishes the authority of the Space Management Committee in the governance of space.

SCOPE:

All space at the University of Connecticut Health Center, whether owned or leased, is covered by this policy.

POLICY STATEMENT:

University of Connecticut Health Center (UHC) physical facilities, like its personnel, funds, and equipment, are resources that must be managed and maintained in accordance with certain rules and regulations and in a manner that supports fulfilling the University's mission and priorities. Authority to establish institutional space policy and to allocate or reallocate all Health Center space is vested by the University of Connecticut Laws and By-Laws in the Vice President for Health Affairs for all units within the University of Connecticut Health Center. Space may be temporarily allocated to units or individuals through written agreements as described within the institutional and major unit space policies or held by the Vice President for Health Affairs. When such agreements terminate or in times when the Vice President for Health Affairs determines there is an overriding institutional need, the space reverts back to the Vice President for Health Affairs for reallocation.

A. Space Management Committee (SMC)

The Vice President for Health Affairs will appoint a Space Management Committee (SMC). Specific responsibilities for the management of space include: the allocation of space; the resolution of space problems; verification that space is being used for the purpose specified; the alignment of the use of space to the institution's mission and priorities; and prompt reporting of changes in allocation, use, or configuration of space. The SMC is responsible for:

1. Developing and maintaining an accurate and up-to-date database on all space use and allocations including any identified productivity measures that have been established (example: extramural support per square foot). Once developed and/or when modified, such measures will be identified in the SMC Procedure Manual. This database will be the official source for all space reports. Maintaining this database will be the responsibility of the Campus Planning, Design & Construction (CPDC) unit and may require periodic auditing of space allocations and usage.

2. Developing the criteria used to determine if the use of space is appropriately aligned with the institution's mission and priorities. Once developed and/or modified, such criteria will be identified in the SMC Procedure Manual.
3. Serving as the designated holder of 'swing' space and making temporary allocations to such spaces as deemed necessary.
4. Developing a standardized process for making requests for new space, including requests for new buildings, renovations of existing space, leases or simple moves. A description of this process shall be identified in the SMC Procedure Manual.
5. Facilitating communications between units as to their use of space and space needs in order to encourage the most appropriate alignment of space usage to the institution's mission and priorities.
6. Re-assessing unit space allocations on an annual basis in order to ensure the most appropriate alignment of space usage to the institution's mission and priorities and to ensure that no 'stockpiling' of space is taking place. This will take place on a calendar year basis in order to facilitate space planning in synchrony with the development of the UCHC budget.
7. Substantiating that adequate funding is available for the building of new space, renovations, moves, and the operation and maintenance of such space.
8. Substantiating that adequate space is available to support the hiring of new employees.
9. Developing and maintaining a space strategic plan for UCHC.
10. Implementing the UCHC portion of the UConn 21st Century Project and all future capital projects (>\$500,000) affecting the physical facilities.
11. Monitoring the efficient use of space within the institution's major units.
12. Providing recommendations on an annual basis to the Vice President for Health Affairs regarding how space should be allocated/re-allocated to the major units in the Health Center: School of Medicine, School of Dental Medicine, Clinical Systems, and Central Administrative Units. Recommendations may also be provided on an ad hoc basis at times when the Vice President for Health Affairs determines there is an overriding institutional need or as situations dictate.
13. Providing recommendations to the Vice President for Health Affairs regarding when and how to lease space to address UCHC's needs.
14. Providing recommendations to the Vice President for Health Affairs regarding rental fees for space owned by the Health Center.
15. Reviewing and approving the space policies of each of the major units to ensure they are consistent with the institutional space management policy.

The SMC may assign these responsibilities to officers and staff of UCHC, as it deems necessary.

Each major unit and department within them will be responsible for establishing its space management procedures. Major units may develop their own space policy that must be compliant with this institutional policy. Voting membership of the SMC (or his/her designee) is outlined in the SMC Procedure manual.

B. Allocation and Reallocation of Space

1. Vice President for Health Affairs – On a fiscal year basis, the Vice President for Health Affairs will allocate space to each of the major units. These allocations will be documented. The SMC will provide recommendations to the Vice President for Health Affairs regarding these allocations. The SMC's recommendations will be based on standards outlined in the SMC Procedure Manual and designed to ensure that space is appropriately aligned with the institution's mission and priorities. Such allocations will typically be for a single year. In special cases, multi-year allocations may be made (for example, in support of a recruitment, to obtain a multiyear grant or when multiyear funding can be demonstrated), but never may exceed 5 years. Additional allocations may be made during the year in order to allocate space not previously allocated to a unit. When such allocations terminate or in times when the Vice President for Health Affairs has determined there is an overriding institutional need, the space reverts back to the Vice President for Health Affairs for reallocation.
2. Major Unit Heads (School of Medicine; School of Dental Medicine; Clinical Systems; and Central Administrative Units) – The ultimate responsibility for operating the major units lies with their unit heads. Therefore, once space is allocated to a major unit for a period of time, the use of such space and/or policies related to that use should remain under the jurisdiction of that major unit so long as it complies with institution level policies. To ensure consistency, compliance, and a broad understanding of how space is handled within UCHC, major unit level policies should be reviewed and approved by the SMC and will be attached to the institutional policy.
3. To meet University requirements for maintaining accurate space inventory records, including room-type categories and utilization, all reallocations of space or changes in function must be reported to the Campus Planning, Design & Construction (CPDC) unit, which provides staff assistance for this function. Major unit heads that have been delegated authority over space allocated to them will identify individuals within their units who will coordinate with CDPC in reporting space inventory changes, verifying the accuracy of data in the inventory database, and assisting with periodic on-site surveys of the space.
4. Department Heads, Center Directors, and Signature Program Heads – It may be the choice of the major unit head to allocate space on a temporary basis to departments, centers, signature programs and/or institutes. The use of such space and any policies related to that use should remain under the jurisdiction of the heads of such units so long as they comply with institutional and major unit level policies. However, if such space is vacated or in times in which the major unit head has determined there is an overriding need, the space reverts back to the major unit head. To ensure consistency, compliance, and a broad understanding of how space is handled within the major unit, departmental, center, signature program and institute

level policies must be reviewed and approved by the unit head and may be inserted within the major unit policy itself.

5. Divisions, Other Administrative Units or Individuals – There is no right for divisions, other administrative units or individuals to allocate space. There is an obligation to: a) comply with institution, major unit and department level policies including fully cooperating with the annual space survey, audits, and in reporting all moves or the termination of space allocated to a faculty member, and b) to make good faith efforts in aligning the usage of space to the institution’s mission and priorities and to not ‘stockpile’ space. Allocations of space by major unit or department heads to individuals must be documented in writing, include a description of any requirements associated with such allocation, and should include a signed statement by the individual accepting the terms of the space allocation and agreement to comply with the UConn Health Center Space Management Policy. If the terms of such allocations terminate within the fiscal year, the space will revert back to the major unit head.

C. Resolution of Space Grievances

Disputes concerning the allocation/reallocation of space to the major units may be brought to the Space Management Committee with final resolution by the Vice President for Health Affairs.

Disputes concerning the allocation/reallocation of space within each major unit should be resolved using the grievance processes in place for such major units. Grievances should take place in a timely manner and both the grievant and respondent must cooperate with the described process.

REFERENCES

1. University of Connecticut Laws and By-laws Article VIII.C, VIII.C.2.m, and V.4.b.1.g.
2. School of Medicine Policy on Space (May 19, 2008), School of Dental Medicine Policy on Space (February 14, 2007), and the Policy on Emeritus Faculty (May 1, 2003).
3. SMC Procedure Manual (August 12, 2009).

Cato T. Laurencin (signed)

10/2/09

Vice President for Health Affairs

Date

NEW POLICY: 9/24/09