



**CLARK ATLANTA
UNIVERSITY**

Clark Atlanta University GUIDELINES FOR SPACE ALLOCATION

Overview

Space is a limited University resource that should be managed responsibly and in a way that promotes the advancement of the University's mission and strategic priorities. Guidelines are important for Clark Atlanta University (CAU), to establish a space assignment process, to achieve good utilization, and to respond to current and emerging needs. This document provides general guidelines for the management and allocation of space to the units within all the divisions on campus. Solid procedures and teamwork within CAU are important to identify vacant or underutilized spaces that can be considered for other needs.

Principles

- Space assignments should be considered in relation to departmental locations, availability, and also proximity to other spaces that are important for functionality.
- All CAU building space is property that can be assigned to a given unit, if available and appropriate. No unit "owns" the space that has been allocated to it, and assignments should be made in a manner that best advances the CAU mission.
- Space allocations are made to units, not to individuals. Space that has been allocated to a unit can be reassigned to another unit in response to University needs and priorities.
- Responsibility for assignment and reassignment of space will generally follow divisional hierarchy. The ability to allocate and reallocate spaces within a given division resides ultimately with the corresponding division Vice President/Dean or his/her designee.
- Classrooms, labs and other academic spaces are assigned and scheduled through the Registrar, under the supervision of the Provost office.
- The Registrar and Provost Office are responsible for ensuring that a process for the reassignment of vacant academic space is utilized as needed.
- Any space vacated due to a substantial reduction in program size, relocation, or program elimination will revert back to the university space pool.
- Facilities Management will use active employee lists provided by Human Resources (HR) to assist with office and work station audits as needed.
- Remote work arrangements should also be considered as that relates to assigned

and shared spaces.

- Facilities Management will recommend space sizes and work station types as needed. For current spaces, the types and sizes may vary from recommendations due to existing building configurations and availability of appropriate spaces. For renovations and new building designs, space recommendations will serve as the guideline for programming new space.
- All University space should be deployed in the most efficient and practical manner to best serve programmatic and strategic goals.
- Each unit should manage its space needs within the space that has been allocated to the unit at any given time.
- When possible, if units desire to consolidate their space assignments for reasons of academic interaction and administrative efficiency, contiguous spaces should be considered. However, close proximity cannot be guaranteed depending upon the space and financial resources available at any given time.

Allocation of Offices and Work Spaces

- Shared office and open work space arrangements are encouraged whenever possible to efficiently use the campus' limited space. Offices can be utilized by more than one person on a specific schedule and/or when available.
- Conference rooms and office service spaces are encouraged to be shared among one or more units whenever possible to maximize space utilization.
- In general, the office space allocation priorities are normally as follows:
 - (1) Full time faculty and staff are a high priority for dedicated space assignments, especially for positions that require a high level of privacy for working on confidential matters or meeting with students, staff and others;
 - (2) Active adjunct, visiting and part-time faculty, and part-time staff are a lower priority for dedicated space assignments, and can often be accommodated with a shared space to utilize while working on campus.
 - (3) Graduate students supported through either teaching or research assistantships and active retired faculty are not usually provided with dedicated assigned space and should be allowed to utilize shared spaces if needed.
- Assignment of multiple offices for faculty and staff is not allowed unless there is a true demonstrated need. Under such circumstances, a faculty or staff member may be assigned a secondary office (ideally in a shared arrangement). All decisions related to multiple offices will be made on a case-by-case basis and require the approval of the appropriate Vice President/Dean, in consultation with Facilities Management, as needed.
- Each unit should ensure that all offices within their control are well utilized. When offices are left unoccupied for significant periods of time, such as during sabbaticals or other leaves, CAU should consider using these spaces to alleviate pressing space needs or for shared use. If any space remains under-utilized for a long period of time, a unit may be asked to

provide justification for maintaining use of the space, if needed.

- Active emeritus faculty may be allowed to use shared space, if space is available within a unit, as long as they remain engaged in unit activities. These shared offices are intended to allow an individual to maintain contact with their unit, discipline and colleagues.
- Unit heads (chairs, directors and others as assigned) have the responsibility to address space needs within their respective units and to have an approved space plan for any new position, prior to posting that position unless otherwise approved by senior administration.
- To support an accurate and complete record of space allocations, units will verify office space allocations and names of active personnel assigned to occupy specific rooms as needed, at the request of Facilities Management, Public Safety or CAU senior administration.

Definitions

Unit

Broadly defined for this purpose as any operating entity within a Division with some level of autonomy and can include a college, a school, a department, a program, a center or an institute.

Remote work

Any work that is approved to be done at a location that is not on CAU property. Remote work arrangements can be an opportunity to reduce space or provide a temporary solution if approved by leadership.

Academic Space

A space housing a classroom, lab, or similar room utilized for instruction.

Office

A space housing faculty, staff, or students working at one or more desks, tables, or workstations configured as a private office, shared office, or open office with or without cubicles.

Private office: An enclosed work space for one person, suitable for activities which are confidential, demand a lot of concentration or include many small meetings.

Shared office: An office or work space that is used by more than one person. Shared offices and work stations are often shared with the assistance of a scheduling process, priority structure or some agreement within the unit such as first come first serve.

Open office: An open work space for more than one person, with or without cubicles.

Workstation: A work space for one or more individuals typically without partition walls or within an open office.

Office Service

A space that directly serves an office or group of offices as an extension of the activities in those spaces. Office service rooms include, but are not limited to, file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private rest rooms not available to the public, records rooms, department mail rooms, office supply rooms, student counseling rooms, testing rooms, open and private circulation areas.

Conference Room

A space serving one or more units and used primarily for staff meetings and unit activities. A conference space is typically equipped with tables and chairs, is used by specific organizational units, and is principally used for activities other than scheduled classes. Conference rooms can also be utilized as shared work space if approved and when available for that use.