

Policy on Space Allocation

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Contact Office: Office of the Chief Operating Office

engrdean@virginia.edu

Oversight Executive: Chief Operating Officer

Applies to: Space paid for by SEAS under the UFM central service allocation formulas.

Reason for Policy

Space is a University of Virginia (UVa) and School of Engineering and Applied Science (SEAS) asset with high associated costs including that of acquisition or construction, renovation, maintenance and operations. Space should therefore be allocated wisely, with the overall success of SEAS and alignment with its strategies and mission serving as the context for space allocation decisions. To provide guidance on interior postings and the responsibility of university employees who maintain designated posting spaces.

Definition of Terms:

- Space: the built environment, including indoor and outdoor amenities.
- Stakeholder: for purposes of this document, any SEAS organizational unit, faculty, staff, student, volunteer, or other associate of the school who is contributing to our mission, and therefore eligible for assignment of space resources.

Policy Statement:

- The Dean is ultimately responsible for all space usage and allocations within the school. Any conflict or other disagreement regarding a policy, allocation, or other space matter shall be brought to the Dean for review and resolution. The decision of the Dean shall be final.
- Departments and other organizational units are delegated authority and responsibility to assign and manage space allocated to them.
- UVa office space guidelines shall inform appropriate allocation, and shall be followed for all new construction or renovation activities.
- Multiple offices are not permitted unless there is a demonstrated need, and are specifically approved by the Office of the Dean. The secondary space should be a shared arrangement, and shall not be in the same building as the primary office.
- Emeritus / retired faculty and staff may be provided with office space, if available, and in accordance with their contributing activities. Shared office space shall be the primary option. Private offices can be assigned to individuals who are actively engaged with teaching, research, or other activities.

- Post-doctoral trainees, graduate students, and part time faculty / staff shall be assigned office space in a shared arrangement.
- Meeting / Conference space shall be shared to the greatest extent possible.
- No functional changes shall be made to space (i.e. changing lab to office space) without approval from the Office of the Dean.
- Unused or underutilized space may be reassigned to another stakeholder after carefully balancing University and SEAS needs, individual needs, and following usage analysis.
- Space shall not be assigned to non-UVa entities without approval from the Office of the Dean.
- Periodic space surveys will be conducted, with support from representatives from each unit, the Dean's Office, and Facilities Management.

Related Information:

Principles

- We support success and academic freedom: Every effort will be made to ensure that all stakeholders have the quality and quantity of space needed for them to excel in their mission.
- Space assignments will be commensurate with activities in support of the SEAS mission. We recognize that the needs for space vary widely across disciplines, within disciplines, and over time, and that such variations will be accounted for in the assignment process.
- Allocation decisions will be based on comprehensive, holistic analysis, and will not rely entirely on metrics or formulas.
- It is the professional and ethical responsibility of all stakeholders to utilize, in fulfillment of their mission, the space assigned to them to the fullest possible extent, to preserve the quality of said space, and to relinquish to others any space that becomes underutilized.
- We recognize that a request by a stakeholder for space may mean reallocation from another use, and efforts will be made to facilitate alternatives to all stakeholders.
- Upon accepting grants, SEAS has the obligation to provide space that supports work necessary to fulfill on the requirements of those grants.
- Arrangements for sharing space will encouraged and supported, as sharing tends to improve efficiency and facilitate the multidisciplinary collaboration that is essential to contemporary engineering research and teaching.

Review Cycle

This policy and any supporting materials shall be available for review by any member of the School of Engineering and Applied Science. Any conflict or other disagreement shall be brought to the Dean for resolution. This policy shall be reviewed annually by the SEAS Space Advisory Committee, and a report of that review will be provided to the

School. Additional reviews may be performed as needed. Approval of this policy and any periodic changes is by the Dean's Executive Leadership Team.