

Policy History
Policy No. BP7
Approving Jurisdiction: President
Administrative Responsibility: Provost and Vice President Academic
Effective Date: May 20, 2015

University Space Procedure

A. DEFINITIONS

1. **Leased Space:** Space owned by one organization that is allocated to another organization through a rental agreement for a specific period of time.
2. **Occupant:** A unit or employee of an allocated space.
3. **Policy:** A Policy is a concise, formal statement of principles that indicates how the University will act in a particular area of operation.
4. **Prime Space:** Space in a high profile location or desirable location.
5. **Principle:** A basic truth, law, rule or standard.
6. **Procedures:** Procedures are specific steps required to implement a Policy. Procedures communicate acceptable practice, set boundaries and establish who is responsible for any required action.
7. **Space Administration:** Oversight of University space to ensure that operational and strategic goals are achieved.
8. **Space Allocation:** The assignment of space to a specific unit.
9. **Space Audit:** The space audit is a confirmation, based on site inspection and review of related information, of the space allocation of a specified academic or service unit.
10. **Space Planning:** The creation of ideas and recommendations for future space allocations with appropriate linkages to institutional priorities and timelines.
11. **Space Reallocation:** The assignment of vacant or underutilized space from a specific unit to another specific unit.
12. **Space:** All real property owned or leased by the University.
13. **Underutilized Space:** Space not used to its maximum potential.
14. **Vacant Space:** Space that is not currently assigned to an academic or service unit and is available for assignment.

B. PROCEDURES

1. Introduction
 - a. The following procedures have been developed by the Office of University Space Administration (OUSA) to support the *University Space Policy* and to serve as an aid in planning, allocating/reallocating and administering KPU's space.
 - b. These procedures assist KPU with:

- i. Consistent, effective, efficient and flexible administration of space.
- ii. Effective and efficient utilization of the substantial taxpayer investment in capital and infrastructure.
- c. This is a living document that will be regularly reviewed and adapted to represent the uniqueness of KPU.

2. Responsibilities

- a. The Office of University Space Administration (OUSA) operates under the authority of the VP Academic/Provost and is responsible for:
 - i. Development of space-related policy and procedure.
 - ii. Strategic planning related to the allocation and reallocation of academic and non-academic space.
 - iii. Identification of the implications of space usage; with the objective of achieving the operational and strategic requirements of the university.
- b. The University Space Committee (USC) supports the stewardship of university space by providing a vehicle for the systematic, transparent and equitable consideration of space-related requests and proposals, allocation and reallocation of space. The USC also acts as an institutional forum for discussions of strategic space issues, policy matters, space management, trends and best practices in space administration, and current and future attributes of space in higher education. The Provost/VP Academic and the VP Finance and Administration jointly approve the recommendations of the OUSA and the USC, consulting with the Polytechnic University Executive and others, as required.
- c. The office of the Registrar is responsible for the scheduling of all teaching space through a central system.
- d. Student requests for space are submitted to the Vice Provost Students who reviews the requests for feasibility and alignment with institutional priorities before forwarding them to the University Space Committee for evaluation and recommendation.
- e. Internal and external requests to use KPU's space on a short term or ad hoc basis are the responsibility of Facilities Services which consults with the University Registrar, External Relations and others as required.
- f. Campus master planning and capital planning are the responsibility of Facilities Services.

3. Supplementary Information for Space Administration

- a. Space Request Practice (to be developed and linked to OUSA SharePoint site)

C. RELATED POLICY

BP7 University Space Policy