

## ALLOCATION AND/OR REALLOCATION OF SPACE

### PURPOSE

The purpose of this document is to outline procedures and processes for the allocation and/or reallocation of space in on-campus facilities that are not under the authority of the Massachusetts Building Authority or WSC Foundation.

### POLICY

#### A. DEFINITIONS

1. **Academic/Instructional Space** includes those facilities where the primary activity is academic instruction. This space designation also includes those facilities used in ways other than those directly related to instruction, but which serve as venues for instructional programs and such as gymnasiums, athletic fields, swimming pools, darkrooms, production studios, computer laboratories, faculty and academic department offices.
2. **Non-Academic and Administrative Space** includes those facilities housing administrative offices and support facilities. This space designation includes such facilities as the plant operations, trades and maintenance, business offices, etc.
3. **Massachusetts Building Authority Space** includes all residential housing facilities.
4. **Foundation Space** includes all facilities under the authority of the Westfield State University Foundation which is an independent non-profit corporation. The Albert and Amelia Ferst Interfaith Center is under their purview.

#### B. PROCESS

1. **Academic/Instructional Space**
  - a) When the President or appropriate Vice President proposes to allocate or reallocate academic space, to change the function

of space used for academic/instructional purposes or proposes a facilities change which impacts on presently allocated academic/instructional space, he/she shall notify the Vice President of Academic Affairs and affected parties of the proposed changes.

- b) In facilities situations deemed “emergency”, that is, situations in which the decision must be made within a time frame shorter than needed to comply with the consultation process, decisions by the President regarding allocation and/or reallocation of space will be made so as to implement plans for campus development and/or to satisfy the emergency appropriately.
- c) A department chairperson or area director may make immediate or short term changes in his/her area, in consultation with his/her area vice president and the Office of Facilities and Operations, provided that such changes do not in any manner affect other areas. Any changes and/or expenditure of funds to accomplish such changes must receive the approval of the Vice President of Academic Affairs or administrative designee.

## C. NON-ACADEMIC AND ADMINISTRATIVE SPACE

- 1. Any changes within non-academic and/or administrative space not impacting on academic/instructional space may be made at the discretion of the President, the appropriate Vice President or administrative designee. All parties affected will be notified and will be asked to provide input on the proposed changes.

## REVIEW

This policy will be reviewed annually by the Assistant Vice President of Administration.