



**Policy Chapter:** Chapter 11 Facilities

**Policy Number and Title:** 11.002 Space Management and Assignment

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## **I. Policy Statement**

All space at the University of North Texas (UNT) is the property of the State of Texas and is subject to all applicable state laws, regulations and rules. All UNT space includes buildings, interior and exterior space, and land and is subject to allocation and reallocation to meet the overall needs and best interest of the university. All spaces are primarily intended for use by university students, faculty, staff, and related organizations to further the University's mission and goals.

This policy also defines the governance of the process of allocating and assessing utilization of research space to align with UNT research missions and objectives. Further definition of guidelines and procedures may be found in the [Space Planning Guidelines](#) document.

## **II. Application of Policy**

All University.

## **III. Policy Definitions**

### **A. Space**

"Space," in this policy, means all interior buildings and facilities and exterior areas owned or leased by the university.

### **B. Research Space**

"Research Space," in this policy, refers to space that is used to conduct research and is considered to include all space used by any personnel involved in research activities. Further definition may be found in the [Space Planning Guidelines](#) document.

### **C. Space Allocation**

"Space Allocation," in this policy, refers to assigning space to a particular designated individual or unit.

### **D. Space Management**

"Space Management," in this policy, refers to the stewardship of all university space and the allocation and reallocation of such to remain in compliance according to this policy and state and federal codes, regulations and laws.

### **E. Space Reallocation**

"Space Reallocation," in this policy, refers to reassigning space from one individual or unit to another.

### **F. Space Planning Guidelines**

"Space Planning Guidelines," in this policy, refers to the document created and maintained by UNT Space Planning and Management which describes procedures and processes for the space planning function.

## **IV. Policy Responsibilities**

### **A. In General**

Authority for the allocation and use of university space rests with the President of UNT. No group, individual, or unit within UNT, owns and/or controls interior and exterior spaces on campus or any additional properties off-campus including leased properties. No group, individual, or unit within UNT, owns and/or controls interior and exterior spaces on campus or any additional properties off-campus including leased properties.

### **B. Space Management**

The Office of Space Planning and Management (“OSPM”) has been designated as the space steward for the university. Oversight; management; and reporting of all space will comply with all state and federal codes, regulations, and laws. It is the responsibility of OSPM to manage, allocate, and reallocate all space at the university.

### **C. Procedures**

OSPM must maintain operating procedures for the management, allocation, reallocation, and reporting of space, including the space resolution process. Information regarding committee composition and structure, research space, and specific space allocation and reallocation procedures can be referenced in the [Space Planning Guidelines](#) document.

### **D. Space Allocation and Re-allocation**

1. All requests for changes to university space including, but not limited to, allocation, reallocation, alteration, reclassification, capacity, use, or function must be submitted to OSPM.
2. Allocation of university space is the decision of the President. The President may delegate such decision-making authority. The President will work directly with OSPM for oversight and stewardship of all university space.
3. The Provost and Vice President for Academic Affairs (VPAA) and the Vice President for Research and Innovation (VPRI) are authorized to allocate or reallocate research space in coordination with OSPM. The Research Space Adjudication Subcommittee (RSAS), a subcommittee of the University Space Advisory Committee (USAC), must make annual research space allocation recommendations to the USAC. The USAC must review the RSAS recommendations and may pass them on to the Executive Committee (Small Group) for final approval. Further definition of the university space committee reporting structure may be found in the [Space Planning Guidelines](#) document.
4. All university space must be reported annually to the Texas Higher Education Coordinating Board (THECB). Funded research space is reported to the Federal Government. All units on campus are responsible for accurately reporting all allocated spaces according to state and federal codes, regulations, and laws on an annual basis and is administered by OSPM.

**V. Resources/Forms/Tools**

[Space Planning and Management](#)

[Space Planning Guidelines](#)

**VI. References and Cross-References**

[UNT System Board of Regents Rule 11.100, Campus Master Plan](#)

[UNT System Board of Regents Rule 11.200, Construction and Repair and Renovation Projects](#)

[UNT System Board of Regents Rule 11.600, Use of Buildings, Facilities, Structures, and Outdoor Spaces](#)

[UNT System Policy 6.100, Use of Buildings and Facilities](#)

[UNT System Policy 6.200, Construction Projects](#)

[UNT Policy 11.001, Facilities Use Coordination](#)

**VII. Revision History**

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