Process for Submitting Space Allocation and Utilization Requests to the UHCL Shared Governance Subcommittee: Space Allocation and Utilization Subcommittee (SAUS).

Step 1: Identify a general Proposal for space allocation, utilization – keeping in mind the following aspects:

A. General Classrooms do not belong to any specific College or Academic Department, but instead are a University Resource. Teaching laboratories can often belong to the specific College for which they were designed. Any proposal that would impinge on the ongoing and future use of the space to any other program, academic or other, will be required to go through this process.

B. This process is intended to garner support and to flesh out the proposal through engagement across the campus. Proposals are not automatically approved if they gain support through the shared governance process. Funding must still be identified and the Shared Governance process is at its conclusion – a recommendation, not approval/denial.

C. Faculty Office, program research space and similar do belong to individual colleges and proposals for the reallocation of these spaces within the same College are not required, though depending on their scope may be brought forward as informational. However, if organic funding is not available, this will again not guarantee approval.

D. Reallocation/utilization requests for administrative space and university common spaces (Meeting rooms such as the Garden and Forest, common conference spaces, etc.) will all need to follow this process, however, in the same fashion as faculty offices, proposals where administrative space remaining administrative space, the proposal will be informational.

E. There is no significant difference between a formal request and an informational request. For simplicity, both will utilize the same format, and at their end, both are only a recommendation, enhanced from the benefit of the shared governance process.

Step 2: Complete the Permanent Space Allocation Request form found on the Shared Governance web page: https://www.uhcl.edu/about/administrative-offices/shared-governance/facilities-support-services-committee

A. Endorsements – before submitting the form to the Chair of the SUAS, the endorsement must be completed up to and including the written approval (signed endorsement section of Request Form) from the appropriate Vice President for the division of the requesting party.

Step 3: Submission to the SAUS. Once submitting the completed request form to the Chair of the SAUS, you will be scheduled to present your proposal to the Subcommittee members and guests. Prepare any additional information you wish to include that will better present your proposal. Items such as:

A. If proposing the re-allocation of a classroom or teaching lab, get from Academic Scheduling at least three years, all three semesters, utilization as a classroom, Number of students served, etc. This will help to identify the impact if the proposal is to take a classroom out of regular service.

B. For all proposals, a full cost analysis will not be completed by Facilities, Maintenance (FNC) and Construction until it is clear that senior administration is planning to approve the proposal. However, a simple estimate may be available. Proposal sponsors should consult with the Associate Vice President for FMC and see if even preliminary cost estimates can be obtained.

C. Critical among the elements of the request form is the alignment with the Strategic Plan for the university and metrics by which the proposal will be measured. Proposal sponsors should focus considerable effort on these aspects as they help justify if there are costs associated with the proposal.

D. To the extent possible, proposal sponsors should be prepared to submit both the request form and any accompanying documentation at least a full week prior to their scheduled presentation. This includes any planned Power Point presentation or other presentation slides.

Step 4: Make presentation. The proposal sponsor and any other guests the sponsor feels will be helpful are welcome to attend the scheduled SAUS meeting and give the presentation.

A. Members of the Subcommittee will ask all relevant questions, the presenters will answer those questions to their fullest ability. It is OK that there will be questions that cannot be fully answered.

B. Following the presentation, members of the Subcommittee will be asked to provide feedback via an established feedback form. Sponsors can view the feedback form at the same location as the Request Form.

C. Sponsors will be asked to review the feedback forms, and if they support any recommendations, may modify their proposal and may also provide any additional information brought up either during the questions or on the feedback forms.

Step 5: Forward to FSSC. Following the full presentation, completion of feedback forms, review of feedback forms and possible secondary data submission by the proposal sponsor, the SAUS will give a final review of all of the submitted documentation and complete their proposal Pro/Con documentation forms and then forward the proposal to the Facilities Service Support Committee (FSSC) with clear articulation of their of their collective support for the proposal, lack of support, and any concerns.

A. The following documentation will be submitted to FSSC:
    a. Original proposal request form, with SAUS Chair and Co-Chair endorsement
    b. Any/all submitted documentation, data, presentation materials
    c. All submitted feedback forms
    d. SAUS Pro/Con form

FSSC will review the documentation provided. They may have additional questions, but the process in SAUS is intended to address those and not necessitate further questions, but if there are questions, the proposal sponsor will be asked to respond to any FSSC questions or concerns. Once FSSC has reviewed and had time for members to reach out to constituents, they will identify their support for the proposal and forward it to University Council. After University Council reviews the proposal, it will go to the President. Once to the President, it will be up to University Leadership to first identify funding and priority of the proposal, and finally determine if and when the proposal will be acted upon, and if any modifications to the proposal are required.