<u>Overview</u>: This process is envisioned to address the permanent allocation of space for both Academic, Student support, research, administrative, and institutional support. It is not necessary that first there must be vacant space, though if requested space is not already vacant, significant priority will be assigned to the continuing tenant if the proposal involves in-voluntary relocation. One-time space use allocation decisions will continue to be made on a first-come-first served, space available basis.

Title of Request: _____

Date of Request: _____   Division/Department making Request: _____

- <u>General Description of space request</u>:

(Briefly identify the nature of the space request proposal, what space is being requested, and the operational requirement of the request)

- <u>Current space use</u>:

(Briefly outline current space allocated to the program, function, etc. If the Program is new, attach program approval supporting documents)

- <u>Challenges from current space use</u>:

(Briefly identify why/how the current space allocation inhibits the success of the program)

- <u>Alternate solutions not requested</u>:

(Briefly identify alternative solutions to the challenges identified above and why those solutions are not being sought)

- <u>Proposal Metrics if applicable</u>:

(Identify what metrics can be used to measure success of the program if this space request is approved, compare to current metrics)

- <u>Alignment with Strategic Plan</u>:

(Briefly identify how this proposal aligns with the strategic plan for the University, Division, or Department)

- <u>Technology requirements of this proposal</u>:

(Briefly identify what impact on current technology exists within this space. If this is a critical element of the proposal – ensure UCT adds analysis)

Endorsement:

Requestor:

Name: _____ Email: _____ Date: _____

Phone: _____ Alternate: _____

Division/Department/Dean: _____

Vice President: _____ Signature: _____

Approve this request: Y / N (circle one)

SUAS Co-Chair: _____ Signature: _____

SUAS Co-Chair: _____ Signature: _____

Recommendation: _____

_____

Attachments:

1. Shared Governance Space Utilization and Allocation Subcommittee Comments
2. Shared Governance Space Utilization and Allocation Subcommittee Pro/Con listing

FSSC Chair: _____ Signature: _____

FSSC Vice-Chair: _____ Signature: _____

Recommendation: _____

_____