

Policy and Procedure Statement 20.03  
Review Cycle: Aug. 1, ONY  
Review Date: August 1, 2015  
Reviewers: AVP/Research &  
Sponsored Programs

STAR One Space Management  
For Faculty and Staff  
(37 paragraphs)

## **POLICY STATEMENTS**

1. The university must manage and maintain space management within STAR Park, including STAR One in keeping with its mission, policy, and with reasonable use. Assigned space for Texas State faculty and/or staff in this off-campus facility is based on program needs and institutional priorities as determined by the Provost and reassigned if those needs and priorities change.
2. This PPS sets forth how requests from Texas State faculty and/or staff will be managed as related to space management principles, management responsibilities and procedures for the assignment and reassignment of space, request for new space, renovation of existing space, and changing a room's primary function for STAR One.
3. This PPS does not address or take precedence over the entrance and exit procedures in the Operating Guidelines for STAR Park used by the Executive Director of STAR Park to evaluate and make recommendations to the Chief Research Officer (CRO) and Provost related to allowing a company to obtain space in STAR One. This policy only relates to Texas State faculty and/or staff who request space in STAR One.

## **DEFINITIONS**

4. Space Audit – A space audit is a comprehensive review and evaluation of a room's physical characteristics and academic or administrative attributes. The information obtained from a space audit is used to update the university's building and room inventory. An audit can include room-specific tours to confirm that space is used as designed, is occupied, and to assess the quality of the space and physical conditions of each room. The audit will note vacant space or other exceptions. Space audits provide information for the assessment of space allocations, prospective planning to accommodate changing situations and realignment of program priorities.
5. Physical Space Inventory – A physical space inventory is a database that provides the statistical basis for many internal, state and federal reports

regarding STAR Park buildings and rooms, their usage and occupants. The proper classification of space is critical to the university's efforts to manage the physical assets and obtain resources from state and federal agencies (e.g., Facilities and Administrative (F&A) recovery rate).

### **SPACE MANAGEMENT PRINCIPLES**

6. The Texas State University System (TSUS) Board of Regents has ownership and control of all facilities belonging to or controlled by the university.
7. Ultimate responsibility for the assignment or reassignment of space within STAR One resides with the Provost.
8. Allocation of increased square footage depends on a demonstrated need.
9. Allocation of space does not imply permanence, but rather a commitment based upon continued program justification, meeting specified metrics, and to changing program priorities. The Provost, Chief Research Officer (CRO), and Executive Director of STAR Park will annually review space assignments to faculty and/or staff based on performance, metrics, and priorities (e.g., collaborative agreements with industry, SBIR/STTR awards, sponsored research agreements, and contracts).
10. Space vacated by a physical move, renovation, or new construction is allocated back to STAR One. Likewise, space vacated due to a reduction in program size, reduction in workforce, metric not met, or program elimination is also allocated back to STAR One.
11. All space data, analysis, and reports are in the public domain and available for inspection.
12. Appropriate use of office space.
  - a. The nature of the occupant's work should influence whether an individual is allocated a private office. Part-time faculty, graduate teaching assistants, and research assistants should expect to share space, two or more to an office, unless specific needs require otherwise.
  - b. The assignment of more than one campus office to a specific individual is highly discouraged. However, when an individual has two different functions not performed in close proximity, the individual may need two, separate offices.

13. Incubator program companies and outside research affiliated parties may contract for unused STAR One space on terms as approved by Provost and General Counsel as authorized by the TSUS Board of Regents. The Assistant Real Estate Director will coordinate such agreements.

### **MANAGEMENT RESPONSIBILITIES**

14. Ultimate responsibility for the assignment and reassignment of space within STAR One rests with the Provost.
15. The Associate Vice President for Finance and Support Services Planning (AVPFSSP) is responsible for space management reporting for the university. The AVPFSSP and staff (e.g., coordinator of Facilities Inventory) will (as applicable to Star Park):
  - a. maintain an accurate physical space inventory of all buildings the university owns or leases as required by state and federal regulations;
  - b. conduct periodic space audits of university-owned buildings and leased space to ensure accuracy of the data;
  - c. perform space utilization studies for the allocation and reallocation of space based on programmatic needs and departmental growth;
  - d. assist in the development of programming documents for the design and construction of new space or renovation of existing space;
  - e. provide ad hoc reports as requested and within the capabilities of the database.

### **PROCEDURES FOR THE ASSIGNMENT AND REASSIGNMENT OF SPACE AT STAR PARK**

16. Day-to-day responsibility for the assignment of specific spaces for any purpose rests with the Provost.
17. The Provost retains the flexibility to reassign space within STAR One to maximize use and to facilitate changes in program needs. The AVPFSSP must receive all changes within thirty days to ensure the space is properly reported on the university space inventory.
18. The Provost approves space reallocation within STAR One from one college or administrative division to another.
19. An annual review of space usage in STAR One will be conducted by the Executive Director of STAR Park. Included in the review will be an

evaluation of the metrics and goals set at the time the space was allocated to a faculty and/or staff member.

20. The Provost will reassign occupied space at all administrative levels on the basis of program priorities, the strategic and STAR Park master plans, actual utilization, evaluation of program metrics, and overall need. The AVPFSSP must receive all changes within thirty days in order to ensure the space is properly reported on the university space inventory.

### **PROCEDURES FOR REQUESTS FOR UNFINISHED SHELL SPACE AVAILABLE IN STAR One**

21. New [construction](#), [purchases](#), and leases to entities external to Texas State University are not addressed in this UPPS.
22. Faculty and/or staff seeking new space in STAR One must make the request to the CRO using the [Space Request Form](#) outlining the need for the space, the implication if allocation is denied, space use (research, industry collaboration, etc.), and the need for and description of any needed renovation. A request for a particular site within STAR One should contain justification and state whether the space is currently occupied and if the space occupant supports the concept. Should the space occupant currently occupying the space not support the concept, negotiation for the request can be elevated to the Provost.
23. After reviewing all space in their area of responsibility, those seeking new space should complete the [Space Request Form UPPS 01.03.01](#), and route through appropriate channels (Chair, Dean, and CRO).
24. The CRO will submit the request to the AVPFSSP who will secure approval from the Provost to obtain a cost estimate. Once the Provost has endorsed the request, the AVPFSSP will forward the request to the Assistant Director of Facilities Planning, Design and Construction to develop a cost estimate for the finish-out of shelled space.
25. Once the cost estimate is prepared, the AVPFSSP who will secure approval from the Provost to obtain a cost estimate. Once the Provost has endorsed the request, The ACPFSSP will forward the request to the Assistant Director of Facilities Planning, Design and Construction will provide it to the AVPFSSP. It will then be reviewed by the Facilities Committee and forwarded for the proper approvals (e.g., President must approve if over \$25,000). Once all approvals are received the project may proceed.
26. When reviewing requests for space, the Provost will consider the following:

- a. Appropriateness of the space to the intended function;
  - b. Accessibility of the space to persons with disabilities and resulting impact on program accessibility;
  - c. Impact additional space or changed space has on classroom or lab utilization;
  - d. Potential of the project to resolve other space problems and issues;
  - e. Source and availability of funding;
  - f. Target audience needs;
  - g. Internal and external evidence for commitment (e.g., funding from public or private source, industry collaboration, etc.).
27. The CRO will maintain all documentation of all actions regarding space assignments.

#### **PROCEDURES FOR REQUESTING RENOVATION OF EXISTING SPACE**

28. Requestors must submit the completed [Space Request Form](#) when requesting renovation of existing space.
29. Requestors must submit requests for renovation of existing space through the appropriate channels.
30. For safety, accessibility, building codes, and liability reasons, the Office of Facilities Planning, Design and Construction will coordinate renovations unless the Associate Vice President of Facilities approves use of off-campus services.
31. The CRO will submit the request to the AVPFSSP who will secure approval from the Provost to obtain a cost estimate. Once the Provost has endorsed the request, the AVPFSSP will forward the request to the Assistant Director of Facilities Planning, Design and Construction to develop a cost estimate for renovation of existing space.
32. Once the cost estimate is prepared, the Assistant Director of Facilities Planning, Design and Construction will provide it to the AVPFSSP. It will then be reviewed by the Facilities Committee and forwarded for the proper approvals (e.g., President must approve if over \$25,000). Once all approvals are received the project may proceed.

33. The CRO will maintain all documentation of all actions regarding renovation requests.

### **REQUEST TO CHANGE FUNCTION OF SPACE**

34. Even if there is no change in ownership, requestors seeking to change space function (e.g., lab converted to office space) must submit the completed [Space Request Form](#) up through the appropriate and then to the CRO.
35. The CRO will present the request to the Provost for review and consideration.
36. The CRO will notify the AVPFSS and will be responsible for maintaining written records and documentation of all changes.

### **CERTIFICATION STATEMENT**

37. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: \_\_\_\_\_ Review Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Gene Bourgeois  
Provost and Vice President for Academic Affairs