

**Effective:** December 6, 2011

**Administrative Policy**  
**SPACE ASSIGNMENT and MANAGEMENT**  
**MILLERSVILLE UNIVERSITY of PENNSYLVANIA**

**Approved:** December 6, 2011  
President's Cabinet

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A Facilities Master Plan (FMP) establishes a framework for orderly growth and development of capital improvements on campus. It should be responsive to an institution's current and projected needs and sufficiently flexible to accommodate changes that can be expected to occur. The plan describes the optimal, desired development of available land, consistent with the approved mission statement of the institution

The following policy governing the assignment, reassignment and alteration of university building and outdoor space is intended to promote the most efficient use of the university's limited resources.

Millersville University is always in a state of change. Given the need to benefit fully from its space resources, university personnel should expect that the use of space will always be under review. Administrators have as part of their duties and responsibilities the requirement to make space allocation and reallocation decisions as necessary to advance the university's mission. Space that is not being fully utilized, new space and vacant space will be reassigned by the cabinet.

All space is to be considered university space and is subject to assignment and reassignment to meet overall needs and interest of the institution. All space assignments remain in effect until formal reassignment occurs. Assignment of space shall be the decision of the president, who is authorized to assign or reassign space to any unit on campus. The president will consider input from the appropriate vice president and other cabinet members. From time to time, the president may delegate decision-making authority to other members of the cabinet.

**Process**

All space issues and request may be initiated by any department chair or head and must submit the request to the appropriate vice president. The vice president takes the responsibility to submit the request to the cabinet for input and final approval by the president. This process should coincide with the budget process as departments submit repair and renovation suggestions. This process will cover the following areas:

1. Reassignment with a Division, College, Academic or Administrative Unit

2. Change of Function
3. Reassignment across Division, College, Academic or Administrative Unit
4. Request for additional space
5. Request for new space
6. Request for vacated space

### **Space Standards**

Standards related to space sizes, occupancy and programmatic needs can be found in **Pennsylvania State System of Higher Education Facilities Manual Volume VI-B Space Guidelines**. (Copy is attached). These standards are intended to provide guidelines not absolutes. All requests for space use must be consistent with PASSHE standards.

### **Funding**

Space assignment and reassignment may create additional cost. Funding for the space request should be included.