

<b>University of North Texas at Dallas</b>	<b>Chapter 11</b>
<b>11.009 Space Management &amp; Assignment</b>	<b>Facilities and Real Estate</b>

**Policy Statement.** The purpose of this policy is to establish that the University of North Texas at Dallas (UNT Dallas), not any group, individual, or unit within it, owns and/or controls all interior and exterior spaces on campus as well as additional properties off-campus including leased properties. Additionally, this policy establishes the structure for annual reporting to the Texas Higher Education Coordinating Board (THECB) on the Space Use Survey.

**Application of Policy.** UNT Dallas staff, faculty, students, and community partners requesting space or changes thereto.

**Definitions.** The following terms whenever used or referenced in this policy shall have the following meanings:

1. **Space.** A “Space” means all interior buildings and facilities and exterior areas owned or leased by UNT Dallas.
2. **Space Alteration.** A “Space Alteration” means any change or modification to any structural or non-structural component of the building or facility or to the configuration of furniture within an interior or exterior space.
3. **Space Use.** “Space Use” means the description or category that most accurately defines the primary use of that space.
4. **Space Management.** “Space Management” means oversight of all UNT Dallas space and the assignment and reassignment of such to remain in compliance according to this policy and State and federal codes, regulations, and laws.
5. **Space Assignment.** A “Space Assignment” means allocating or designating space to an individual or unit for a specific space use.
6. **Space Reassignment.** A “Space Reassignment” means re-allocating or re-designating space from an individual or unit to another for a specific space use or a change in space use for the same individual or unit.
7. **Space Request.** A “Space Request” means the process by which a unit, department, or division requests the space assignment, reassignment, or change in space use.

8. **Space Use Survey.** A “Space Use Survey” means the annual process to validate all space according to the THECB requirements.
9. **Space Representative.** A “Space Representative” means the individual within a unit, department, or division who is responsible for submitting and managing every space request and completing the annual THECB Space Use Survey.
10. **Major Space Request.** A “Major Space Request” includes but is not limited to:
  - A. Alteration or addition of space either through construction or through systems furniture configuration;
  - B. Addition or modification of a room number;
  - C. Change of space use or function; and
  - D. Transfer of space and/or employee/occupant to a new department.
11. **Minor Space Request.** A “Minor Space Request” includes but is not limited to:
  - A. New employee/occupant location within existing departmental space;
  - B. Relocation of existing employee/occupant within existing departmental space; and
  - C. Change in job duties or reporting structure of employee/occupant within an existing space.

**Responsibilities and Responsible Units.**

1. **UNT Dallas Space Advisory Committee (USAC).**
  - A. The President shall establish USAC to provide oversight, to review and recommend modifications to, without limitation, the assignment, alteration, capacity, use type, or function of space at UNT Dallas as applicable, and to approve each Major Space Request. The member list will be maintained by USAC’s chair. USAC shall be comprised of the following UNT Dallas and UNT System representatives:
    - Chair, UNT Dallas Facilities Director
    - UNT Dallas Facilities Planner or Designee
    - UNT Dallas Safety Designee
    - UNT Dallas Event Designee
    - UNT Dallas Provost Designee
    - UNT Dallas IT Designee
    - UNT Dallas Administration Designee
    - UNT System Designee
  - B. The President or designee shall establish guidelines for USAC related to the review and approval of space management, assignment, alteration or use for UNT Dallas (*UNT System shall serve in an advisory role in the drafting of guidelines for approval by the President.*).

2. **Minor Space Request.** Every Minor Request will be submitted to the UNT Dallas Facilities Director for evaluation and approval.
  
3. **Space Management.**  
Oversight and management of space will remain in compliance according to this Policy, as well as all applicable federal and state laws and regulation and is the responsibility of UNT Dallas Facilities.
  
4. **Space Assignment & Reassignment.**
  - A. Every request for a change to a UNT Dallas space including, but not limited to, assignment, reassignment, alteration, reclassification, capacity, use, or function (Major Space Request) must be submitted using the **UNT Dallas Space Change Request Form** and submitted to UNT Dallas Facilities for review, consideration, and approval by USAC and then the President or designee.
  
  - B. Assignment and utilization of UNT Dallas space for a Major Space Request shall be the decision of the President (or designee), who is authorized to assign or reassign space to any unit on campus.
  
5. **Reporting.**  
As administered by UNT Dallas Facilities, the University must complete the THECB Space Use Survey each year. For their respective areas, the applicable Space Representative is responsible for providing the accurate input to UNT Dallas Facilities in completing the survey. The format and timing of these inputs will be communicated by UNT Dallas Facilities.
  
6. **UNT Dallas Facilities Guidance.**  
UNT Dallas Facilities will establish and maintain operating procedures for the management, assignment, reassignment, and reporting of every UNT Dallas space.

**Reference & Cross-References.**

- UNT System Board of Regents Rule 11.200 Construction Projects
- UNT System Board of Regents Rule 11.600 Use of Buildings, Facilities, Structures, and Outdoor Spaces
- Texas Education Code § 61.05821
- Texas Education Code § 61.0583

**Forms & Tools.**

- UNT Dallas Space Management & Assignment Procedure Document
- UNT Dallas Space Change Request Form

**Revision History.**

<b>Responsible Office:</b>	Office of the EVC/CFO
<b>Responsible Officer:</b>	Director of Facilities
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