

University of Washington Bothell Space Guidelines

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1. INTRODUCTION

This document is developed to guide the process of space allocation and space modification. The document defines a set of general expectations for efficient usage of space in these classifications: teaching space, faculty offices, staff and administrative space, research space, and multi-use space. These expectations, stated as guidelines, establish a common initial framework for space discussions.

The physical facilities at the University of Washington Bothell (UWB), like personnel, funds, and equipment, are resources that must be managed, maintained, and used in ways that contribute toward fulfilling the mission of teaching, research, outreach, and service.

UWB departments that support these missions do not have exclusive or pre-emptive rights to the occupancy of a building or any individual space therein. Vacant or underutilized space is subject to reevaluation for reassignment. Recognizing the fact that institutional space needs change over time, all parties must be flexible to ensure adequate space exists to support the mission of the university.

The Office of Administrative Services at UWB assists the Chancellor in space allocation, planning and budgeting which includes the responsibility to review and evaluate requests for the allocation or modification of space. Administrative Services will routinely evaluate space issues and make recommendations to the Chancellor for final space decisions. To assist the Chancellor in the formulation of objective and equitable space planning and management, the UWB Planning & Budgeting Committee will provide advice regarding issues, policy, and procedures for UWB. In some instances, at the direction of the Chancellor, ad hoc sub-committees may also be established.

2. GUIDELINES

GENERAL

- All University requirements regarding safety, health, disability accommodations, fire regulations, security, etc., automatically apply to all space allocation or modification guidelines and decisions, even if some guidelines below do not explicitly specify this requirement.
- Spaces are provided for programs authorized at UWB based on institutional need, availability, and suitability for intended use.
- FTE generating courses have priority over other use of space.
- Spaces are not permanently assigned.
- Space utilization is reviewed regularly by the Office of Administrative Services.
- Vacant or underutilized space is subject to reevaluation for reassignment.
- Priorities (Assigned space may be shared with other personnel)
 - 1st Priority: University entities assigned full-time
 - 2nd Priority: University entities assigned part-time
 - 3rd Priority: University entities authorized for temporary assignment
 - 4th Priority: Non-University entities authorized for assignment

2.1 TEACHING SPACE

- Classrooms, auditoria, and teaching laboratories are scheduled based on institutional need, availability, and suitability for intended use.
- Classrooms and teaching laboratories are scheduled by the classroom scheduling unit administered by the UWB Registrar.

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- Special use classrooms and teaching laboratories are scheduled and assigned based on institutional need.

2.2 FACULTY OFFICES AND WORKSPACE

- Faculty offices are assigned based on institutional need, availability, and suitability for intended use.
- Priorities for single occupant faculty offices
 - 1st Priority: Tenure-track faculty (all ranks); there is no preference or difference based on rank
 - 2nd Priority: Senior lecturers on multi-year appointment
 - 3rd Priority: Full-time lecturers on multi-year appointment
 - 4th Priority: Part-time lecturers with continuing appointments over several years
 - 5th Priority: Grant funded or research faculty and staff
 - 6th Priority: Other part-time lecturers
- Shared office space will be assigned after all single occupant offices have been filled.
- Faculty on sabbatical or leave. Faculty on extended sabbatical or leave away from UWB may not need access to a full office, and in such cases, the office may be reassigned for other temporary use in consultation with the faculty, academic director and Vice Chancellor for Academic Affairs.
- Emeritus Faculty (all ranks). No space is automatically assigned, although shared office space may be assigned on a temporary basis after other faculty needs have been satisfied.
- Academic directors. Office space should be used to accommodate temporary department needs.

2.3 STAFF, SUPPORT, AND ADMINISTRATIVE SPACE

- Staff offices are assigned based on institutional need, availability, and suitability for intended use
- Priorities for single occupant staff office.
 - 1st Priority: Supervisory or other staff whose job responsibilities include regularly conducting confidential conversations, depending on privacy requirements and availability of space
 - 2nd Priority: Full-time staff
 - 3rd Priority: Full-time staff on multi-year contracts
 - 4th Priority: Part-time staff
 - 5th Priority: Grant funded staff
 - 6th Priority: Hourly staff
- Shared office space will be assigned after all single occupant offices have been filled.
- In shared office space or common area, individual privacy may be ensured in consultation with the occupant (e.g. placement of partitions, etc.).
- Graduate students with a 50% or greater FTE assistantship (e.g., teaching or research) at UWB qualify for a lab desk assignment or a shared office space.
- UWB student government may be assigned office space (student clubs and organizations are not authorized for permanent space assignments).

2.4 RESEARCH SPACE

- Research space is assigned based on institutional need, availability, and suitability for intended use.
- Funded projects may have priority over long-term unfunded projects.
- Priorities (Assigned space may be shared with other personnel)
 - 1st Priority: University researchers working full-time at UWB with grant funding appropriate to the assignment
 - 2nd Priority: University researchers working part-time at UWB with grant funding appropriate to the assignment
 - 3rd Priority: University researchers working full-time at UWB without grant funding
 - 4th Priority: University researchers working part-time at UWB without grant funding
- The sense of community should be paramount in the assignment of research space. Sharing of research space among compatible faculty and interests should be, whenever possible, in the same space.

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- Space used only part time for research should accommodate other compatible activities to achieve full utilization of space.

2.5 MULTI-USE SPACE

- Seminar rooms are scheduled by academic departments and may be assigned for classes.
- Interview rooms and break out spaces are available on a first come first served basis.
- Student space is available on a first come, first served basis; the ASUWB advises Student Life regarding preference for the use of UW2 002 (the Commons) and UW1 061.
- Storage
 - Records for long-term or medium-term storage shall be stored off-campus or in other facilities unless frequent and/or immediate access is required
 - Long-term records retention should follow schedules and procedures established by UW Records Management
 - On-campus space for storage of furniture and equipment is limited; only essential items should be kept on campus
 - Disposal of furniture or equipment should follow procedures established by UW Surplus Property
- Parking
 - A valid UWB/CCC campus parking permit or cash payment is required to park a motor vehicle on the campus.

3. PROCESS TO IMPLEMENT GUIDELINES

- Guidelines are advisory to the Vice Chancellors of Academic Affairs and Administrative Services. These guidelines are **not** intended to impose any rigid constraint on the Vice Chancellors in specific space assignments.
- In the event of disagreement over space assignments, the Vice Chancellors (or a subset thereof) should resolve the disagreement via open discussions with interested parties. Resolutions should be communicated in an open manner.
- Frequent space shuffling impacts continuity and stability, and should be avoided.
- When possible, space assignment should accommodate adjacency. Adjacency may improve proximity to students or similar functions, enhance contact between colleagues with similar interests, and address issues associated with individual disabilities.
- Space allocation must conform to applicable health and safety standards, and other facilities regulations.
- In a shared office or common area, appropriate security must be provided to protect files, computer access, etc.
- Exceptions to the guidelines should be noted during the implementation process so that future revisions can use this record to improve the guidelines.
- Usage of space should be more visible to all faculty and staff to promote better understanding. A suggested mechanism is an annual space walk-through. The walk-through should be open to participation by interested faculty and staff, and should be advertised well in advance. Results of such space walk-through should be communicated to all faculty and staff so that errors and misunderstandings can be corrected in a timely manner.

4. PROCESS TO REVISE GUIDELINES

- The guideline document may be revised at the request of a collection of faculty and/or staff or of department administration. A periodic review (e.g. every 3 years maximum) is suggested for possible revisions and improvement.
- If a revision is desirable, the UWB Planning & Budgeting Committee or a subcommittee thereof should study and recommend revisions to the Chancellor.

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APPENDICES

UW Facilities Evaluation and Planning Guide, Revised October 1994

- General web site: <https://puff.opb.washington.edu/pnbdb/sims2/home/information.cfm>