



Policy on Allocation and Extended Utilization of Space

1. Any decision regarding the allocation or extended utilization of space at NMHU shall directly relate to furthering the University's Mission, Vision, and Strategic Goals. Academic instruction and programming that directly relate to accomplishing the mission, vision, goals will take priority in scheduling.
2. Vice Presidents oversee space allocation and usage for their designated areas of responsibility. The Director of Facilities oversees all space that is outside the direct oversight of Vice Presidents and/or is not currently being utilized. The President, or designee, will make decisions about reallocation of unassigned space in consultation with the corresponding Vice President.
3. Deans are responsible for allocation of space within their College or School, in accordance with *The Faculty Handbook*. Prioritization of space utilization will include an evaluation of faculty status (*i.e.* CBA versus contingent), instructional needs, program needs, grant funding, and potential benefit. Deans may allocate responsibility to Chairs for assignment of offices and other space within a department. However, requests for additional space, or in cases of need due to growth or retraction of a program, the Dean has the responsibility of determining reallocation of resources. In scheduling classrooms for instruction, Deans and Chairs should strive to maximize classroom utilization across the campus and make a best effort to reduce cross duplication of rooms/labs/offices.
4. Building utilization is reported to the New Mexico Higher Education Department on an annual basis following approval by the Board of Regents. Allocation of space must be consistent with current State of New Mexico regulations. State funds may be used for buildings directly related to academic instruction and cannot be used to renovate or make improvements to facilities used for grant-funded research or auxiliary services. *Note:* Funding for facilities used for both instruction and grant-funded research is calculated based on percent utilization.
5. In buildings that house programs that cross the College and Schools, Deans shall work collaboratively to determine maximize facility usage and make a recommendation to the Provost/Vice President for Academic Affairs (VPAA) for final approval.
6. Prior to grant submission, the Dean shall work with the Office of Research and Sponsored Projects as indicated by *The Research Handbook* to allocate space.
7. In cases of a formal reallocation of space, all affected parties will be informed and given an opportunity to provide input to be and requires a recommendation from the Dean or VP, and pre-approval from the VPAA if multiple Deans are involved.
8. The Directors of Facilities, EOS and ITS, as appropriate, shall be consulted for recommendations for renovations to campus space made by the Deans, Directors, or VPs. Requests for renovations or remodels to any campus space must be approved by the appropriate Deans/Director, the VPAA and VP of Finance, and a funding source for renovations and remodels must be pre-identified.
9. Approval for the extended use of campus space by outside entities shall include a written memorandum of understanding, consultation with the Directors of Facilities and ITS, and be granted by the VPAA and VP of Finance and the President.
10. The Office of Campus Life and Conferences is the first point of contact for short-term facility use by outside entities and university constituents (e.g. classrooms, conference rooms, residence halls, the Student Union Building, Sala de Madrid). When possible, priority shall be given to academic then university-events, and so on. For more information, please see the *Policy for Use of Campus Facilities* in the NMHU Student Handbook (Appendix A).
11. The Center Director is responsible for overall allocation of space at the Centers. Because the Centers house multiple programs from the College and Schools, Deans may make recommendations for reallocation or

repurposing of space at a Center but this must be approved by the Center Director, with input from other deans and/or consultation with the VPAA as appropriate. Any reallocation or repurposing of space that requires money shall be pre-approved by the VPAA and VP for Finance and include consultation with the Directors of Facilities, EOS and ITS, as appropriate. A funding source shall also be pre-identified.

12. The Athletic Director (AD) is responsible for overall allocation of athletic facilities. However, for facilities that are shared among academics, athletics, intramurals, and outside agencies, the AD, the Dean(s), and the affected departments/offices shall work collaboratively to schedule building usage and ensure delivery of academic programs and NMHU athletic events are given priority and are not compromised. Any reallocation or repurposing of athletic space that requires money shall be pre-approved by the VP of Finance and the President and include consultation with the Directors of Facilities and ITS. A funding source shall also be pre-identified.

Additional Considerations

Changes in space allocation, renovations, or remodeling should be scheduled to avoid disruption of academic instruction and other programming as feasible.

It is understood that reclassifications or retooling of space (*i.e.* instruction versus research) may occur at any time based on university needs and priorities. Campus building utilization reports are based on building usage during the fall semester and reported to the State in June of the following year. The Board of Regents formally approves the report.

Directors and Deans are responsible for ensuring that offices and general building areas are maintained above what custodians already do by keeping areas free of excess combustible materials, free of obstructions to egress, and working with the Facilities Department to minimize extension cord use and other potential hazards.