

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY
Policy Manual

SUBJECT: University Space Policy

NUMBER: Policy 6-7

REVISED:

1. Purpose

To provide policy and procedures for assigning and assessing space use in order to align with the mission and strategic priorities of South Dakota Mines (Mines). This document supplements South Dakota Board of Regents (SDBOR) policies 6.4 (Capital Improvements), 6.13 (Facilities Use by Private Parties), and 6.13.1 (Use of Institutional Facilities and Grounds for Expressive Activity by Student Organizations, Students, Employees, and their Guests).

2. Definitions

Space: buildings, grounds, and any other spaces that are part of the Mines campus.

Space Authority: The person with authority over space allocation and use.

University Space Committee (USC): Group responsible for review and allocation of space, as a designee of the President of Mines. This committee is composed of the Vice President for Research (VPR), Provost and Vice President for Academic Affairs (VPAA), Vice President for Finance and Administration (VPFA), and Chair of the Faculty Senate. The VPR serves as the committee chair and the Associate Vice President for Facilities, Risk, and Services serves as an ex officio member.

3. Policy

Space is a valuable campus resource that must be allocated so that Mines achieves its strategic priorities to fulfil its mission. All indoor and outdoor campus spaces belong to the State of South Dakota and are managed by Mines on behalf of the South Dakota Board of Regents.

Both space scheduling and allocation are centralized across campus. Efficiencies in scheduling and coordination of space use and associated resources (staff, equipment) to support academic, research, student engagement, community, and professional activities of the university are critical to operations. For similar reasons, space use must be evaluated regularly, with spaces subject to reassignment in response to changes in priorities or new opportunities. In particular, research space limitations require that allocation, review of use, and inventory updates be overseen at the university level by the USC.

Management of academic and research space is generally delegated to departments or interdisciplinary labs/centers, who are expected to manage space efficiently and effectively to align with university priorities. Vacant or underused space should be reassigned or repurposed, because space is a critical asset to advance the goals of a unit.

Authority over space use depends on the function(s) of that space. The VPAA, or designee, has responsibility for classrooms, laboratories, academic offices, and Devereaux Library. The VPR, or

designee, has responsibility for and institutional research laboratories and core facilities (as defined in IX-07). The Dean of Students, or designee, has responsibility for space in the residence halls and Surbeck Center. The VPFA, or designee, has responsibility for conference rooms, other spaces in all buildings, and grounds. For shared spaces or areas with overlapping functions, space authorities will coordinate with each other via the USC. Assessment of space use and reallocation decisions are the responsibility of the USC.

Guidelines for Space Use

Classrooms and Class Labs

The primary use of *classrooms* is hosting lecture sections, and these spaces are scheduled and maintained centrally. If a classroom is available, it must be used first before trying to schedule a class in a non-classroom facility. *Class laboratories* consist of spaces used by one or more departments where particular materials and/or equipment are used for instructional purposes, particularly lab sections. Included in this category are CAMP and Devereaux Library, including its public areas. Activities within class lab spaces must adhere to all health and safety regulations and procedures, as defined through Mines Occupational Safety and Environmental Health (OSEH). Particular care for safety and for data integrity must be taken in spaces that share teaching and research functions. Class labs are generally scheduled centrally but generally equipped and maintained by the unit managing the space.

Offices

Offices are assigned by the department head or director. No faculty or staff member may maintain multiple offices without USC permission.

Priorities for space assignments are as follows:

1. Full-time faculty should have individual offices.
2. Full-time research scientists and post-docs, should have access to shared office space.
3. Part-time faculty and research staff, should have access to shared office space.
4. Department administrative staff, should have work space within a unit's main office.
5. Graduate students may be granted access to shared office space, as available.
6. Emeritus faculty actively involved in projects benefiting the university may be assigned shared office space, if available. If the decision is made that office space and/or lab access can no longer be provided to emeritus faculty because of other department needs, the emeritus faculty member will vacate the space before the beginning of the next academic semester.

Research Facilities and Laboratories

Research facilities and laboratories are assigned to activities, not individuals. As with class laboratories, activities within research spaces must adhere to all health and safety regulations and procedures, as defined through Mines OSEH.

Space needs for research activities, including student mentoring, vary greatly within and across academic disciplines. Within a unit, research space shall be allocated based on programmatic needs and priorities, as determined by the department head or director in consultation with unit faculty and staff, and upon approval by the USC. Research conducted in these facilities must support University activities.

External use of institutional research laboratories and core facilities (as defined in Mines IX-04), including consulting or external employment of faculty and staff, must be part of a grant agreement, other memorandum of understanding, or lease, and requires prior review and approval through the USC. Equipment owned by an external entity can be installed in Mines laboratories upon approval by the USC. Such equipment is recorded by the University as a loan or donation with proper documentation, which includes safety procedures, insurance, maintenance plan, and waste disposal protocols, as necessary.

Equipment could be available to other university and external users, based on availability, and user fees will be established by the VPFA, or designee. Refer to South Dakota Board of Regents Policy 4.9.3 Conflicts of Interest and Mines Policy IV-# for additional information on handling financial conflicts of interest.

Research-space use will be reported by academic and research units triennially, and assessed by the USC, in preparation for data gathering needed in renegotiating federal finance and administration (F&A) rates.

As needed, research space will be reallocated in response to changes in research activities or strategic priorities within and across units. At all administrative levels, research space allocation and reallocation must support the university's strategic plan, as well as the following ranked priorities:

1. Funded synergistic activity that optimizes research collaboration.
2. Shared laboratories, institutional research laboratories, and core facilities for housing specialized equipment.
3. Customized spaces for specific functions.
4. Spaces supported through sustained external funding.
5. Space for tenure-track faculty with laboratory needs and significant research expectations to develop externally funded programs.

Additional considerations include:

1. costs of moving or decommissioning equipment,
2. costs of renovation for a new use,
3. potential for greater efficiency in space use, and
4. safety considerations.

Other spaces:

Conference rooms and other spaces such as grounds, athletic facilities, and residence halls are scheduled and coordinated centrally. Some *collaboration rooms* in Devereaux Library are restricted to student use (203, 204, 205, 206) and are made available on a separate scheduling system.

4. Procedures

4.1 Scheduling

- 4.1.1 Scheduling & Event Operations (SEO) will administer and maintain a centralized course scheduling system. The highest priority for use of classrooms will be accorded to academic instruction.
- 4.1.2 For academic instruction scheduling:
 - 4.1.2.1 The Office of the Registrar (OR) makes original assignments of classrooms for all academic instruction.
 - 4.1.2.2 If a unit requests that a section be scheduled outside standard times (see Mines II-22 Course Scheduling), the request must be approved by the VPAA prior to a classroom assignment by OR.
 - 4.1.2.3 With assistance from Information Technology Services (ITS), OR will provide SEO with a complete course schedule no less than 3 months prior to the start of a semester as a text file and by importing the data into the university scheduling system.
 - 4.1.2.4 SEO will make any necessary changes based on course enrollment needs to the originally scheduled rooms or times after the download and will notify the OR of all changes.
 - 4.1.2.5 Once imported into the university scheduling system, all course change requests must be submitted through the online Course Change Request system.

- 4.1.3 For all non-academic events, requests and scheduling will be made through the scheduling website https://sdmines.sdsmt.edu/cgi-bin/global/rs_update_reserves.cgi and coordinated through SEO. Fees will be charged according to policy VI-04 (Assessing User Fees: Scheduling, Events and Conferences).
- 4.1.3.1 At minimum, space use requests require the following: a) a contact for each scheduled activity and b) confirmation of arrangements and services needed.
- 4.1.3.2 Outdoor Spaces:
- 4.1.3.2.1 Campus Departments and External Users:
- Must be reserved and approved in advance with SEO office.
- 4.1.3.2.2 Students and Student Organizations must reserve and get prior approval from the SEO office for use of outdoors spaces when:
- An event involves 50 or more participants;
 - The use of displays, structures, tents, contact tables, grills, sound amplification, or food service;
 - An event is likely to require police, traffic management, or other personnel to appropriately manage the event;
 - An event requires University service such as rentals, sanitation, additional trash bins, etc.; or
 - Overnight outdoor stays, including camping.
- 4.1.4 Scheduling conflicts will be managed as follows:
- 4.1.4.2 SEO will notify a requester of conflicts with room or equipment availability.
- 4.1.4.3 SEO will work with the confirmed event contact to address these conflicts and gain agreement to any modifications to accommodate both requests.
- 4.1.4.4 If the conflict involves a scheduled class being moved to a different location or time, SEO will identify possibilities, seek approval from the VPAA, or designee, and report back to the requestor.
- 4.2 Space assignment and assessment
- 4.2.3 Academic and Research Space Use
- 4.2.3.2 Offices and laboratory spaces used by academic units and research labs/centers are subject to a triennial use audit completed using space inventory sheets provided by Facilities.
- 4.2.3.3 Data will be submitted to the USC by October 1 for the current FY. For research spaces, units will provide information on grants/contracts funding activities, IP derived from activities in the space, users, and income from equipment usage.
- 4.2.4 Requests for reallocation of academic and research spaces
- 4.2.4.2 If a unit changes the function of a space, the space authority will be informed. Significant justification and USC prior approval will be needed for requests to remove classrooms or class laboratories from inventory of available instructional spaces, or to otherwise convert or restrict classroom, class laboratory, or research laboratory use. A unit may be required to provide an audit of all assigned space as part of such a justification.
- 4.2.4.3 Space alterations or renovations (as defined in SDBOR 6.6) must be approved by the USC to ensure that the changes made will address strategic needs of the department/unit and Mines. Renovation costs will be borne by the principal investigator or unit requesting renovations (department/lab), Office of Research Affairs, and/or Central Administration, in proportions determined by the USC and based upon the need and purpose for renovation.
- 4.2.4.4 If a unit determines it needs additional space, the unit will submit a *Space Reallocation Request Form* to the VPR for USC consideration. It is expected that

a head or director will first negotiate a solution with the leadership currently managing the requested space, and the USC will solicit a response from that unit when considering the request. Both units may be required to provide an audit of all assigned space as part of such a request.

- 4.2.4.5 If external funding will require access to or reallocation of rooms or campus grounds not currently assigned to a PI or their lab or department, a *Space Reallocation Request Form* must be completed as part of the proposal submission process through the Office of Sponsored Programs. Failure to do so may result in the decline or an award.
- 4.2.4.6 If external funding will require alteration or renovation of space (as defined in SDBOR 6.6), whether or not it the space is currently assigned to a PI or their lab or department, a *Space Reallocation Request Form* must be completed as part of the proposal submission process through the Office of Sponsored Programs. Failure to do so may result in the decline of an award.
- 4.2.4.7 Once all needed information is available, the University Space Committee will make a determination within fifteen working days. The USC will consider the needs of both units in developing a solution. If a space is reassigned, the USC will arbitrate when current occupants need to relocate or decommission equipment.

Source: Office of Research Affairs

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Procedure Documents:

Space Reallocation Request Form

BOR Policy or Committee:

SDBOR 4.9.3 Conflict of Interest

SDBOR 6.4 Capital Improvements

SDBOR 6.6 Maintenance and Repair

SDBOR 6.13 Facilities Use by Private Parties

SDBOR 6.13.1 Use of Institutional Facilities and Grounds for Expressive Activity by Student Organizations, Students, Employees, and their Guests

Mines 2-20 Course Scheduling

Mines 4-20 Conflicts of Interest

Mines 6-4 Assessing User Fees: Scheduling, Events and Conferences

Mines 9-4 Authorization of Centers