

NJIT Procedure for Academic Space Allocations and Modifications

Approved January 1, 2008

Office of the Provost

Principles

1. Space allocations and reallocations among the academic divisions of the university are under the review of and subject to approval of the provost and the deans. However, re-allocations within a school, college or one of its departments, are normally managed at the level of the head of that unit (e.g. dean or department chair).
2. Space allocations and reallocations involving academic and non-academic space are under the purview and subject to approval of the president and the interested vice presidents.
3. Each college, school and department is allocated space for its use in accomplishing its goals consistent with its mission and with the mission of the university. Space re-allocations are made when necessary to reflect the best balance in accomplishing these various goals.
4. Responsibilities for the allocation of academic specialized spaces “roll up” as follows:
 - a. Faculty and staff offices (including centers that report through the department chair or dean): department chair or center director → dean → provost
 - b. Unit-based dedicated classrooms and laboratories (only rooms approved for departmental or school assignment): department chair → dean → provost
 - c. Unit-based Research Labs – (department chair → dean) → provost
5. Deans and department chairs have the authority to reallocate space as needed within their area of responsibility so as to optimize its use in accomplishing the goals of the college, school or department. Thus the chair of a department may reallocate space that has been allocated to the department among the various persons in the department. Similarly, the dean of a college may reallocate space that has been allocated to the college among the various departments in the college.
6. Any space reallocations or modifications (including start-up requests for new faculty) requiring funds must be requested through the department chair → dean → provost to have the needed funding identified, approved, budgeted and available before the reallocation or modification is scheduled to be accomplished and before an offer is extended in the case of new faculty hires.
7. In consultation with the deans, the provost will develop a prioritized list of projects that will require funding for reallocation and modification. This list will be updated as new projects are identified. Any request involving departmental, college or school matching funds will be included in this prioritized list, and Deans are encouraged to make commitments of college or school funds to support space allocation or modification requests.
8. The university established an Annual Capital Budget that may include an allocation for “Academic Projects.” Individual projects on the list and the prioritization will be assessed

throughout the academic year to decide scheduling and budget approval within the allocation identified for Academic Projects.

9. It is important to make decisions about Academic Projects in a timely manner during the year, rather than focus only on what can be accomplished during summer activity. However, major projects will require longer range planning and would be considered during the development of the Annual Capital Budget for future year(s). Special cases may need the identification of separate source of funds.
10. All space reallocations under consideration, regardless of the level of approval, and irrespective of whether funds are required to accomplish them, must be communicated to both supervisors as well as to those individuals on campus who are responsible for tracking space allocations. [Currently these two individuals are Stan Jakubaszek and Dana Knox.]

Process for Academic Space Allocation Management

1. Individuals seeking reallocation or modification of space discuss the request with the head of their department or school.
2. The department chair or school dean evaluates the need and decides whether it can be accommodated by reallocation of space within the department or unit. If there are no cost impacts, the department chair or school dean makes the decision and notifies supervisors and those responsible for tracking space on campus.
3. If a department chair determines that the request cannot be accommodated within the department and without cost impact, the chair contacts the dean. In the case of several concurrent requests, the projects are prioritized at the departmental level.
4. The dean of a college or school considers each request involving costs and/or cross-department or cross-college reallocation and determines whether or not s/he supports the request, and whether or not the request can be addressed by reallocation within the college or school. If the request can be accommodated within the college or school, and if there are no cost impacts, the dean makes the decision and notifies the provost and those responsible for tracking space on campus.
5. If cross-college reallocation is necessary or if there are cost impacts, the dean brings the request to the attention of the provost. In the case of several concurrent requests, the projects are prioritized at the college level.
6. For cross-college reallocations without cost impacts, the Provost assesses the request and makes the decision in consultation with the deans involved.
7. If the request involves space reallocations across sectors (e.g., NJIT-allocated research space, student or academic services space), the provost brings the issue to the attention of the appropriate vice president(s). In the case of several concurrent requests, the projects are prioritized.

8. For requests that include cost implications, a realistic assessment of the project costs and schedule is made. The provost develops (and update as new projects are identified) a prioritized listing of projects and costs. This list is periodically scrutinized in consultation with the president and vice presidents. For those projects identified to move forward, and a source of funds is determined and the project is scheduled.
9. All space reallocations are entered into the campus space database.