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Physical Facilities & Planning 5-12-89 (received 5-16-89)

Marshall University

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MAY 16 1989

Senate Physical Facilities and Planning Committee
Recommendation
May 12, 1989

Recommendation 1:

It was moved and seconded that the attached space allocation proposal be adopted. Passed.

Faculty Senate President:

* Approved: Rainey Duke Date: 5/26/89

Disapproved: _____ Date: _____

University President:

Approved: David Fitzgibbon Date: 6/6/89

Disapproved: _____ Date: _____

Recommendation 2:

It was moved and seconded that Northcott N211 be designated a general purpose classroom and N101 be designated a special purpose classroom so that special computer equipment could be moved to the first floor to be accessible to handicapped students. Passed.

Faculty Senate President:

Approved: Rainey Duke Date: 5/27/89

Disapproved: _____ Date: _____

University President:

Approved: David Fitzgibbon Date: 6/6/89

Disapproved: _____ Date: _____

Recommendation 3:

It was moved and seconded that beginning with the fall semester 1989 parking fees for first time applicants be increased by

* Note amendments attached

\$10.00 with the money generated to be set aside in a special fund for land acquisition only. Passed.

Faculty Senate President:

Approved: Rainey Duke Date: 5/26/89

Disapproved: _____ Date: _____

University President:

Approved: David [Signature] Date: 6/6/89

Disapproved: _____ Date: _____

Proposal for Assignment of Auxiliary Space

1) An audit of all existing space should be conducted by plant operations. The audit should determine to which department or unit all non-dormitory space is currently assigned, or, in unclear cases, determine which units claim to be assigned such space.

* 2) Following resolution of any conflicts as outlined below, each department or administrative unit will be assigned its current space, with responsibility being assumed in a hierarchical fashion. For example, space assigned to a department is first under the department's control; however, it is also assigned to the dean of the college of which that department is a member. In addition, the space is assigned to the ~~academic~~ vice president or provost to whom that dean reports.
appropriate

3) Disputes regarding allocation of space within a department shall be resolved by the department with final authority resting with the department chair.

4) The dean of each college will have final authority for allocation of space within the college and for resolution of disputes within the college regarding space allocation among departments.
appropriate

5) The ~~academic~~ vice president/provost will have final authority regarding allocation of space among colleges and for resolution of disputes regarding space allocation among colleges.

6) Disputes regarding space within an administrative unit or between administrative units/academic units will be resolved by the lowest level administrator responsible for all the space in dispute.

* 7) The Physical facilities committee will act as a mediator/investigator at the request of any party to a space allocation dispute. However, decision-making authority remains as set forth above. *Reasons for the decision shall be given in writing to the committee & the parties in dispute.*
The following priorities should be used in assignment of office and support space:

renumber #6 as #7.

1. office space for active full-time faculty
2. office space for part-time faculty
3. office space for teaching assistants
4. department support activities, i.e., computer rooms, copy rooms.
5. graduate assistants
6. occasional faculty emeritus when space permits

**? space for activities of special importance to the*

To summarize:

Each higher level of administration has more authority over the space assigned to it than the lower levels of the hierarchy. Therefore a dean (with the advice of an ad hoc committee if desired) could reassign space under his/her control from one department or unit to another. (It should be noted that the academic vice president or provost could also reassign space from one dean to another.)

When the need for additional space for a department or administrative unit arises the department or unit should first approach the dean or administrator responsible for their area. That administrator should attempt to find space by reallocation within the space already allocated to him/her. If no suitable space can be found that administrator should request reallocation of space from the next highest level administrator, working up through the various levels of administration until a solution is found. Decisions of the administrator concerning space within his/her allocation are final, however, an aggrieved department or party can ask that the physical facilities committee evaluate a situation and make a nonbinding recommendation to the administrator.

Examples: Department A finally gets to hire a new faculty member; the department has no extra space for an office for that individual. Department B in the same college has an empty office. The dean of that college can reassign the unused office space in Department B to Department A.

Department A (Same as above) is short an office. Department B has empty storage space, but is not in Department A's college. The deans and the two department chairs meet with the provost who makes the decision to reassign the space.

Administrative unit A is desperate for space adjacent to the area they now occupy. It covets space belonging to academic Department B and approaches its vice president to request the space. B seeks protection first from its dean and then the provost. The provost and vice president and the parties meet to try to resolve things. A solution cannot be reached, so the President resolves the conflict. (Note: It is possible that a solution could have been reached by giving Department B space belonging to Department C in a different college to make up for the space lost to administrative unit A.)

In order to discuss this proposal it may be useful to bring the organizational charts found in the back of the university catalogs (pp. 175-182 in the graduate catalog).