

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

SPACE MANAGEMENT POLICY

INTERIM

Number 06.06.16

Division Administration - Facilities and Operations

Date July 28, 2026

Purpose The University of Alabama in Huntsville (the University/UAH) recognizes that its physical facilities are a limited and valuable resource. This policy provides a framework for the effective classification, assignment, and reassignment of all interior space within University-owned or leased buildings. It also establishes the framework for tracking, analyzing, evaluating, and planning for current and future campus space needs in alignment with the University's mission and strategic goals.

Scope - This policy applies to all interior space within buildings owned or leased by The University of Alabama in Huntsville and governs the classification, assignment, and reassignment of such space.

This policy governs both short-term and permanent space allocations; campus activities and events remain governed under UAH Use of Facilities Policy (03.01.07).

Policy

Guiding Principles

1. All University facilities, whether owned or leased, belong to the University as a whole and are considered to be an allocable resource to be utilized in the best interests of the institution.
2. Stewardship of space resources is a joint effort between all University staff, faculty and students and relies upon everyone to ensure that space is utilized to support student success, foster collaborative research, and promote positive work environments.
3. The President has overall responsibility and authority for facilities planning, management, and space allocation. This responsibility and authority have been delegated by the President to the Space Advisory Group (see section V) who, in consultation with the President, makes allocations of space to each of the administrative divisions. Space assigned to administrators may be further delegated as deemed appropriate to a division, college, center, or department for specific utilization.

4. All vice presidents, deans, directors, and department chairs responsible for assigned space shall ensure that all allocated space is being utilized efficiently and in a manner consistent with the intent and/or academic program associated with the original allocation.
5. Permanent space requests take priority over short-term space allocations.
6. In an emergency situation, the University's space needs will take priority over those of individual departments, schools, or colleges.
7. All space must be utilized for its assigned purpose. All space is subject to annual surveys to identify under-utilized space, vacated space, or space being utilized for a purpose other than that for which it was assigned. Such spaces may be reclaimed by the President, in accordance with University priorities and needs.
8. Vacated space immediately returns to the President and shall not be utilized for any other purposes without prior approval.
9. Classroom space on campus will be evaluated and assigned in collaboration with the Office of Academic Affairs.
10. Research space on campus will be evaluated and assigned in accordance with the UAH Research Space Evaluation Guidelines.
11. Office space on campus will be evaluated and assigned in accordance with the UAH Office Space Guidelines.

Requests for Space

1. A request for new space and/or modifications to existing space (e.g. change in classification of the space) may be submitted through the UAH Resource Request Process.
2. Requests for space will be reviewed and evaluated for consideration based on available resources and alignment with the University's Strategic Plan, Campus Master Plan, campus design guidelines and standards, and other planning documents.
3. Prior to initiating a potential lease agreement for external space, a request should be submitted through the UAH Resource Request Process for review and recommendation. A determination will be made if University-owned space is available to be utilized as opposed to leasing space.
4. Any request to allocate short-term or permanent space to an external entity or agency must be submitted through the UAH Resource Request Process and approved prior to recruiting or entering negotiations.

Space Advisory Group

1. The Space Advisory Group's responsibilities include:
 - 1.1. Developing and recommending appropriate policies, processes, and procedures for requests and reassignment.

- 1.2. Reviewing and evaluating space requests submitted through the UAH Resource Request Process for alignment with university priorities, strategic goals, and available resources.
- 1.3. Initiating and participating in regular space surveys to support campus-wide space optimization efforts.
- 1.4. Analyzing current and future space needs to identify underutilized, vacant, or misaligned space for potential reallocation.
- 1.5. Coordinating with the Department of Facilities & Operations to ensure space recommendations are feasible and align with physical infrastructure, safety, and accessibility standards.
- 1.6. Providing data-informed recommendations on space allocation, reallocation, and modifications to the President.
2. The Space Advisory Group shall consist of representatives from several divisions of the university including:
 - 2.1. Associate Provost in Academic Affairs
 - 2.2. Associate Vice President in Research & Economic Development
 - 2.3. Assistant Vice President in Student Life
 - 2.4. Chief Administrative Officer (Chair)
 - 2.5. President, Staff Senate
 - 2.6. President, Faculty Senate
 - 2.7. Student Representative (SGA President)
3. The President may make temporary appointments and/or appoint additional representatives to the group as deemed appropriate.
4. The group's recommendations shall be advisory, with the understanding that the President has ultimate authority on whether to accept and/or act on any recommendations.

Space Survey

In order to meet the goal of continuously maintaining a comprehensive and accurate space inventory and tracking utilization, the Space Advisory Group will initiate a regular space survey in accordance with the UAH Space Survey Process.

Associated Procedures and Forms

- UAH Research Space Evaluation Guidelines
- UAH Office Space Guidelines
- UAH Resource Request Process
- UAH Space Survey Process

Review

The Chief Administrative Officer is responsible for review of this policy every five years (or whenever circumstances require).