DRAFT

North Carolina Agricultural and Technical State University

Space Policy Flow Chart

1. SUBMISSION

Requestor for space fills out and signs the Space Request Form. The request is signed by the Dean (academic space), Chairperson (academic space), Director (research space), or Asst. Vice Chancellor (administrative space) reviews, then forwarded to Space Planner and copies the Provost. **Signed and approved?**

2. INTERNAL DEPARTMENT REQUEST

Space Planner reviews the request analyzes space utilization. Minimum modifications to requested space. **Intradepartmental Request?**

ADDITIONAL INFORMATION

YES for Intradepartmental only

3. SPACE PLANNER COORDINATION

Consultation with the Dean, Director, or Asst. Vice Chancellor, and Facilities . Space Planner will obtain budget estimate, approvals, needs space confirmation, documentation, Committee to adequately review request. Placed on Facilities consent review. **Modified?**

4. DEPARTMENTAL NEGOTIATIONS

The Deans, Chairperson, Directors, or Asst. Vice Chancellors reviews and consults each other about proposed options that affects both departments. Departments should negotiate for a "win-win" resolution to the requester 's situation. Space Planner will follow-up on request.

5. DOCUMENTS SENT TO COMMITTEE

Space Planner coordinates /prepares package for submittal to the Committee and provides submittals to requester . Also, submits recommendations to the Provost, Facilities, and Committee for Review. **Modification accepted?**

YES

6. UNIVERSITY SPACE COMMITTEE

The Provost and/ or University Space Committee reviews/ discussion/ decision meeting. Decisions are made after careful consideration of all relevant factors and consultation with the departments involved. **Bi-monthly meeting.**

YES

7. APPROVAL

Request approved and conditional upon meeting all provisions stated in approval letter.

10. RECOMMENDATION LETTER

The Provost and/ or Committee will notify departments of the final decision. Space Planner will send memo of decision. **Recommendation approved?**

8. FURTHER REVIEW

Further consultation requested due to insufficient information to finalize a decision.

Requester works with Space Planner to determine next steps.

9. DENIED

Denied may be based on;
University Strategic Goals,
University Priorities,
University Mission and Direction,
University Commitments,
Insufficient Space Available,
Insufficient Funding,

NO

If denied, request may be resubmitted after six months of the initial date.

NOTE: CIRCUMSTANCES MAY WARRANT A DESIGNER AND REVIEW BY STATE CONSTRUCTION (TYPICALLY A MONTH TO REVIEW SUBMISSION).