AUC SPACE POLICIES AND PROCEDURES

Policy Statement

This document is intended to clarify the policies and procedures governing space allocation and utilization on the American University in Cairo (AUC) campuses and properties, including what processes and approvals are required.

Reason for Policy/Purpose

The intended purpose of the “AUC Space Policies and Procedures” is to establish policies to act as guidelines in determining the most effective and efficient utilization of institutional spaces. The Policies and Procedures are to promote the most effective use of the University’s physical facilities and be consistent with the space guidelines established at other international University campuses.

Who Approved This Policy

Title: Chief Engineer, Facilities & Operations  
Name: Osama Zayed

Title: EVP for Administration & Finance  
Name: Brian MacDougall

Who Needs to Know This Policy

The entire AUC community

Web Address for this Policy

Please list the location on the university’s website where this policy is located.

Contacts

Responsible University Official: Osama Zayed – Chief Engineer

Responsible University Office: Office of Campus Planning and Construction Services

If you have any questions you may:

1. Call extension 4417 – Assistant Director, Campus Planning and Design, or

2. Send an e-mail to CPCS@aucegypt.edu

Definitions

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<tr>
<th>Term</th>
<th>Definition as it relates to this policy</th>
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<td>CPCS</td>
<td>Campus Planning &amp; Construction Services</td>
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<tr>
<td>NASM</td>
<td>Net Assignable Square Meters</td>
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Policy/Procedures

GENERAL

All University space, facilities and buildings belong to the University as a whole. The University has the authority and responsibility to allocate space to specific users for certain periods of time, to review these allocations and utilization periodically, and to reallocate space as needed to support the University’s Academic, Strategic and Master Plan.

1- **Space management at AUC is driven by the following principles:**

- Space is a University resource. The physical facilities of the University, including indoor and outdoor facilities, are an enormous asset crucial to the operations of the Campus. The number, type, and condition of University facilities help shape all aspects of campus programs and activities.
- Space is allocated in a manner that best advances University priorities. No unit, department, or school "owns" the space that has been allocated to it. University space resources should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals.
- Space can be reassigned. The University values flexibility and recognizes changing curricula, programs, and technologies. Accordingly, space assignments will change to achieve optimal utilization and respond to current and emerging needs.
- University space needs are evaluated in the context of quantitative and functional considerations. For example, course enrollments, contact hours, staffing levels, etc. are some of the factors used in space need assessments. General size and finish standards exist for various types of space utilization.

2- **Space Allocation Goals & Criteria:**

The following criteria and goals will be used to guide the allocation process:

- Space should be allocated equitably.
- Space allocations are made to units, not individuals.
- Departmental and unit allocations should be as contiguous as possible, unless interdisciplinary research, teaching or work group needs dictate otherwise.
- Existing space allocations must be utilized as fully as possible, as assessed by Office of Campus Planning & Construction Services before additional allocations are made.
- Requests for space will be reviewed against the allocation guidelines and adjusted accordingly.
• Space Requests will be reviewed according to priorities for academic programs, research, and support services as established by the Academic, Strategic and Master Plans of the University and senior administration.

• When possible, a designated use should be allocated to space that meets functional design requirements in order to minimize renovation costs, e.g., a user requiring wet lab space should not be allocated dry space in a non-lab building if wet lab space is available elsewhere.

• Whenever feasible, classrooms and other teaching facilities shall not be depleted as a result of space reallocation.

• The scheduling of space allocated to a unit is the right and responsibility of that unit. Space allocated and scheduled by a unit should be made available for other units when not in use (i.e., conference rooms, seminar rooms, etc.). The Office of Campus Planning & Construction Services will review space-scheduling practices periodically.

• Space that becomes vacant within a school or vice-presidential area may be reallocated by the Dean or Vice President within that unit with the approval of the Office of Campus Planning & Construction Services for recommendation and approval before implementation.

• Space specifically allocated by the Office of Campus Planning & Construction Services for time-limited uses (i.e., grants) reverts to unassigned status after completion of the specified time period, and must be vacated by the user. Extensions will be considered as needed if the space remains available.

3- **Departments / Unit Planning Responsibilities**

Departments and units are responsible for engaging in strategic planning on a regular basis and ensuring that their Deans and the Provost or the relevant Vice President has approved their strategic plans for conformance with the University’s strategic plan. The strategic plans of each department and unit must contain explicit space and facilities provisions. These provisions require consultation with the Assistant Director for Planning & Design to ensure they are coordinated with the long-range planning of the University.

The University is committed to providing facilities for activities that advance the mission and goals of the University, but the University cannot guarantee that space, or funds to renovate space, will be available for all requests. Applications for grants and other funding initiatives must specify space needs and any required renovations prior to submission so that planning for them can occur before the award. Advance planning is critical to meet needs within requested timeframes.

4- **Procedure for Requesting Space Assessment**

• The Department/Unit/Program generates space-assessment need using the attached request form.
• The Dean and/or Assistant/Associate Vice President review request. Supported requests are signed and submitted to the Provost and/or the relevant Vice President for review, prioritization, and approval. The Provost and/or Vice President ensures that the unit has done a recent strategic plan that has been coordinated within the University’s strategic plans.

• Requests are then forwarded to the University Assistant Director for Planning & Design for review and evaluation within the strategic planning documentation.

• The Assistant Director for Planning & Design works with the department on space planning, which may result in a request for a space allocation.

5- **Space Audits & Utilization Analysis**

• Space audits will be conducted on a regular basis by the Office of Campus Planning & Construction Services, which maintains the official Space Inventory and reviews utilization. Such reviews will also be conducted on an as needed basis for specific requests and projects.

• Space audits will at a minimum consist of an updating of the space inventory records, walkthroughs of space with department representatives, and other survey instruments as needed.

• Departments and Schools may be asked to provide information on FTE’s, headcounts of faculty, staff and students, teaching schedules, research/grant funding and duration, and any strategic planning documents.

• Inappropriate and/or inefficient uses, such as vacancies, labs used for office space, offices or labs used for storage, study space or other non-office or lab functions, multiple offices for faculty or staff, space assigned to non-supported graduate students, or dead storage, as well as hazardous conditions, will be noted and reviewed with the unit with a goal of increasing utilization.

6- **Space Allocation Guidelines**

**ADMINISTRATION OFFICES**

• President: 24 NASM (Net Assignable Square Meters) (In some cases room sizes may fall outside of this range due to current building configurations.)

• Provost: 24 NASM (In some cases room sizes may fall outside of this range due to current building configurations.)

• Vice Provosts/ Presidents: 24 NASM (In some cases room sizes may fall outside of this range due to current building configurations.)

• Deans/Associate/Assistant Vice Provosts/Presidents: 24 NASM (In some cases room sizes may fall outside of this range due to current building configurations.)

• Chairs/Unit Heads/Directors: 16 NASM (In some cases room sizes may fall outside of this range due to current building configurations.)
FACULTY OFFICES
- Faculty should not have more than one office; in certain cases hoteling arrangements may be made.
- Emeritus/Adjunct faculty may be housed in shared offices with at least one other person.
- Faculty offices should be in the range of 16 NASM. (In some cases room sizes may fall outside of this range due to current building configurations.)
- Instructors’ offices should be in the range of 12 NASM. (In some cases room sizes may fall outside of this range due to current building configurations.)

TEACHING
- With the exception of very specialized teaching labs, all teaching spaces should be generally assigned, i.e., allocated to and scheduled by the University Registrar.

RESEARCH
- Space allocated for time-limited uses (i.e., grants) reverts to unassigned status after completion of the specified time period, and must be vacated by the user.
- Research activity will be reviewed as part of periodic space utilization analyses.

STAFF OFFICES
- Staff may not have second offices; in certain cases hoteling arrangements may be made.
- Staff offices may be private, shared, or open landscape, as appropriate. Clerical and secretarial staff spaces should be in the range of 8-10 NASM. (In some cases room sizes may fall outside of this range due to current building configurations.) Specific allocations will depend on duties of the individual. Offices for administrative staff that require private offices should be in the range of 12-16 NASM. (In some cases room sizes may fall outside of this range due to current building configurations.)

DEPARTMENTAL/UNIT SPACE
- Department spaces typically include chair/director’s office; administrative and clerical support space; copy/file/mail/work rooms; break rooms; commons; and conference rooms. The need and size of these shall be assessed on a case-by-case basis.
GRADUATE STUDENT OFFICES

- Graduate students who are supported through either teaching or research assistantships should be provided with desk space in shared offices.
- Graduates students should be assigned 4 NASM. (In some cases room sizes may fall outside of this range due to current building configurations.)

Forms/Instructions

REQUEST FOR SPACE ASSESSMENT TASK


Related Information

The Office of Facilities & Operations – Campus Planning & Construction Services is responsible for updating this manual and reserves the right to make amendments and changes as may be required in view of the benefit of the American University in Cairo community.

History/Revision Dates

Origination Date: February, 2013
Last Amended Date: January, 2017
Next Review Date: January, 2018