

# UConn HEALTH

## Administrative Policy

### 2009-01 Space Management

<b>Title</b>	Space Management Policy
<b>Policy Owner and Contact Information</b>	Facilities Development & Operations/Campus Planning Department
<b>Campus Applicability</b>	UConn Health
<b>Applies to</b>	UConn Health Workforce
<b>Effective Date</b>	November 22, 2021

#### **PURPOSE:**

The availability of facilities and space plays an important role in advancing the mission and goals of UConn Health (UCH). It is in the UCH's best interest to allocate space in an objective and consistent manner based on the University's mission and priorities.

#### **APPLIES TO:**

UConn Health owned and leased space.

#### **POLICY STATEMENT:**

All space belongs to the UCH and is assigned to units, schools, departments or programs based on the UCH's priorities and the functional requirements of each user group.

The Executive Vice President for Health Affairs has ultimate authority over space assignments and may reallocate space at any time as needs and priorities change. Such authority is delegated to the UConn Health Space Management Committee (SMC) as defined herein.

The SMC has overall responsibility for:

- Developing, documenting, and maintaining Space Management Procedures that provides for tracking and reporting of space allocations and changes; the resolution of space issues; verification that space is being used for the purpose specified; establishing utilization and productivity metrics that are in alignment with institution's mission and priorities.
- Through the Department of Campus Planning, Design & Construction (CPDC), developing and maintaining an accurate and up-to-date database on all space use and allocations. This database is the official source for all space reports.
- Reviewing space requests and allocating space to meet such requests.
- Serving as the designated holder of vacated space and making allocations to such spaces as deemed necessary. Decisions regarding the allocation of unoccupied space are based on campus and program priorities, Strategic Plans, and overall need.

- Providing recommendations to the Executive Vice President for Health Affairs regarding when to lease space to address UConn Health's needs.
- Reviewing and approving the space policies of each of the major units to ensure they are consistent with the institutional space management policy.

The SMC membership shall consist of management from each of the major units (SOM, SODM, JDH Clinical, UMG, and UConn Health). Voting membership of the SMC is defined in the SMC Procedure manual.

Each major unit (as described below) will be responsible for establishing its space management procedures.

- The Chief Operating Officer of John Dempsey Hospital (JDH) has been designated to have the responsibility for the equitable and optimal use of JDH space, with authority over all UConn Health **JDH clinical and administrative space** assignments and designations in collaboration with the Office of the Executive Vice President for Health Affairs. Space assignments and designation may be in consultation with the UMG Chief Operating Officer (COO) in JDH outpatient clinics where the UMG COO has a designated operations role.
- The Chief Operating Officer of UConn Medical Group (UMG) has been designated to have the responsibility for the equitable and optimal use of UMG space, with authority over all UConn Health **UMG clinical and administrative space** assignments and designations in collaboration with the Office of the Executive Vice President for Health Affairs.
- The Dean of the School of Medicine and the Dean of the School of Dental Medicine have been designated to have the responsibility for the equitable and optimal use of academic and research space, with authority over all UConn Health **academic and research** space assignments and designations in collaboration with The Office of the Provost and the Office of the Executive Vice President for Health Affairs. The SODM also has delegated authority over its clinical space.
- The Chief Administrative Officer and the Chief Financial Officer have been designated to have responsibility for the equitable and optimal use of non-academic, non-clinical, and non-research space, with authority over all UConn Health **non-academic, non-clinical, and non-research** space assignments and designations in collaboration with The Office of the Executive Vice President for Health Affairs and the department leaders.
- The Vice President for Research has been designated to have responsibility for the equitable and optimal use of research administrative space, with authority over all UConn Health **research administrative space** assignments and designations.

The officers with authority over space will coordinate all significant space decisions with the SMC.

**PROCEDURES/FORMS:**

Space Management Procedure Manual: <https://health.uconn.edu/campus-planning/space-management/>

Space Change Request Form: [https://health.uconn.edu/campus-planning/wp-content/uploads/sites/74/2016/10/form\\_spacechange.doc](https://health.uconn.edu/campus-planning/wp-content/uploads/sites/74/2016/10/form_spacechange.doc)

Notification of Space Change: <https://health.uconn.edu/campus-planning/planning-design/forms/>

**REFERENCES:**

University of Connecticut Laws and By-laws Article VIII.C, VIII.C.2.m, and V.4.b.1.g.  
School of Medicine Policy on Space (May 19, 2008), School of Dental Medicine Policy on Space (February 14, 2007), and the Policy on Emeritus Faculty (May 1, 2003).  
SMC Procedure Manual (New Date).

**RELATED POLICIES:** UCONN Space Management Policy (6/12/2017)

**ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**APPROVAL:**

Andrew Agwunobi (Signed) 11/22/2021  
UConn Health Chief Executive Officer Date

Kiki Nissen (Signed) 11/19/2021  
Administrative Policy Committee Vice-Chair Date

Janel Simpson (Signed) 11/18/2021  
Administrative Policy Committee Chair Date

**POLICY HISTORY:**

**New Policy Approved:** 09/09  
**Revisions:** 11/21