Goal 2: Establish a college space allocation policy

The College of Engineering is an engaging and dynamic player within the university environment, both as a result of a hands-on teaching philosophy and a very active research enterprise. Accommodating the space needs of a constantly changing environment is difficult. Historically, space allocated to departments, research programs, or even individuals has been treated as if the allocation was granted ad infinitum. As a result, the use of space has not been as optimal as it could be within the total college environment. Granted, most space is well utilized and well managed. However, to accommodate the increasing pace of change in the research arena, in particular, the college needs to adopt a more encompassing view of its space.

Our strategies are to:

- Establish a college space allocation policy, and
- "Reset" college space assignments by initially allocating all space per the space policy. In almost all cases, this will result in formally assigning space to the existing user and for the existing purpose.

Our policy is as follows:

- All space allocated to the college by the university (see Appendix A) will be managed and allocated at the college level. The Dean has the ultimate responsibility for space allocation, and the Executive Committee will review space allocations as needed.
- Space will be allocated to a "user", be it a department, a program, or an individual.
- The user to whom the space was allocated will not further allocate the space to or for the responsibility of another user outside of the allocated user's chain of authority.
- The college will allocate space to a user for a predetermined amount of time, based on the known needs of the space and the long-term needs of the program. The space will automatically revert back to the college at the end of the determined time, unless the space is re-allocated to the user within 2 months prior to the end of the allocation time.
- The allocation time period will be included in the college space database.
- Management, upkeep, and improvements to the space will be the responsibility of the user, in cooperation with the college when renovations are required.
- Work with other colleges to manage and allocate space in non-engineering buildings.

Source: http://www.engr.colostate.edu/faculty-staff/documents/strategicplan/7-2Facilities.pdf