University Policy 537: Institutional Space Assignment and Utilization for Classrooms and Classroom Laboratories

Category: Operating Policies
Sub Category: General
Covered Individuals: All employees
Responsible Executive: Office of the President
Policy Custodian: Vice President for Business and Finance
Last Revised: 2020/01/10
Previous USU Policy Number: N/A

537.1 PURPOSE AND SCOPE

To encourage the effective and efficient utilization of institutional classroom and classroom laboratories through appropriate space assignment and scheduling.

537.2 POLICY

All classroom and classroom laboratories, on all university campuses, will be centrally scheduled through the Academic Scheduling Office. Exceptions may be granted by the Executive Vice President and Provost.

Academic Scheduling Office will work cooperatively with departments and colleges to assign and schedule designated classroom and classroom laboratories in order to: (1) ensure effective and efficient use of spaces; (2) give priority consideration to departments and colleges that require spaces with unique or academically essential characteristics; and (3) otherwise ensure that space utilization and instructional needs align.


537.3 RESPONSIBILITIES

It is the responsibility of the Executive Vice President and Provost or designee, deans, and department heads to work with the Academic Scheduling Office to ensure that classroom and classroom laboratory spaces in existing buildings are utilized consistent with established Room Utilization Rates (RUR) and Station Occupancy Rates (SOR) published by USHE in Board of Regents Policy – R751 Institutional Facilities Space Utilization.

It is the responsibility of colleges, departments, and Facilities to identify classroom and classroom laboratory spaces and ensure they are made available to the Academic Scheduling Office to assign for instructional purposes.

It is the responsibility of the Academic Scheduling Office to report space utilization information regularly to the Office of the Vice President for Business and Finance. The Academic Scheduling Office is responsible for monitoring and reporting on all classroom and classroom laboratories whether or not they
are being utilized according to the prescribed standards in Board of Regents Policy – R751 Institutional Facilities Space Utilization.

It is the responsibility of the President or designee to report institutional space utilization goals and accomplishments for classroom and classroom laboratories to the Board of Regents in conjunction with the annual capital facility request cycle in a format prescribed by the Commissioner’s Office.

It is the responsibility of the Office of Vice President for Business and Finance or designee, to ensure that information provided to the Commissioner’s Office is accurate and conforms to the prescribed standards and definitions.

537.4 REFERENCES

- Utah System of Higher Education Utilization Report Standards and Definitions
- Utah System of Higher Education Utilization Report Guidelines

537.5 RELATED USU POLICIES

N/A

537.6 DEFINITIONS

6.1 Classroom: A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

6.2 Class Laboratory: A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

RESOURCES

Procedures

- None

Guidance

- None

Related Forms and Tools

- Space Resolution Form

Contacts
POLICY HISTORY

Original issue date: 2020/01/10

Last review date: 2020/01/10

Previous revision dates: 2020/01/10