

# University Space Committee Charter

## **Responsibility:**

The University Space Committee (USC) is responsible for making recommendations of space assignments in support of the academic, research, and administrative mission of the University and engaging in discussions about existing space needs and future growth opportunities. The committee's recommendations are advisory to the Provost and Senior Vice Chancellor, Senior Vice Chancellor for Finance & Administration and the Vice Chancellor for Student Life.

Space is defined as all space leased or owned by the state and maintained by the Knoxville campus, including that which is occupied by other university entities, including but not limited to, university-wide administration, affiliated Foundations, and the Institutes of Agriculture and Public Service.

## **Space Management:**

- Makes recommendations concerning the assignment, reassignment, classification and reclassification of space, and the assignment or reassignment of administrative priority for centrally-scheduled spaces.
- Provides input on the most effective use of University space (new space, temporary use of space, and repurposed space) considering the current Master Plan.
- Reviews and makes recommendations concerning proposals for any modifications or renovations that may be desirable after space assignments or classifications are made or updated.
- Explores new approaches for achieving greater efficiencies through review of space utilization data.
- Reviews existing space-related policies and recommends changes to these policies when needed.
- Conducts space studies and audits consistent with campus strategic objectives.
- Solicits feedback regarding deferred maintenance prioritization and classroom upgrades.

- Recognizes and considers revenue and cost implications on the budget allocation model when making recommendations. Refers requests with significant financial impact to the Executive Budget Committee.

### **Membership:**

- co-chaired by representatives of the Provost and Finance & Administration
- 4 representatives of academic colleges appointed by the Provost in consultation with the Council of Deans
- 1 representative appointed by UTIA Sr Vice President & Sr Vice Chancellor
- 1 representative from the Office of the Registrar
- 1 representative from Facilities Services
- 1 representative from Student Life
- 1 representative from the Office of Research, Innovation & Economic Development
- 1 non-administrative faculty member appointed by the Faculty Senate