Allocation of Office Space

Category: Operations
Responsible Department: Facility Operations
Responsible Officer: VP for Facility Operations
Effective Date: 1/14/2016

Policy Summary
The policy establishes the manner in which office space is designated.

Scope
This policy affects the following groups of the University:

- Executive Offices
- Assoc. / Assist Vice Presidents
- Vice Presidents
- Deans
- Directors/Department Chairs

This policy affects all members of the above groups.

Policy
The assignment or allocation of space is completed on an as needed basis, with priority status given to those functions or units that support the University's academic mission. A long range space (master) plan governs the growth or changes projected for all campuses, with specific segments of the plan enacted as funding sources are determined for the completion of certain projects.

Interim requests addressing additional space needs must be directed to either the Executive Vice President, for all non-academic units, or the Provost, for all academic related units. The request must be channeled through area deans or vice presidents, who must confirm and support the need prior to putting it into process at the executive level.

Procedures
None.
Divisional Collaborations
None.

Contact Information
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Appendices
None.

History/Revisions
Origination Date: 02/01/1995
Last Amended Date: 01/14/2016
Next Review Date: N/A