

DEPAUL UNIVERSITY



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

Facility Operations

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Appendices

None.

History/Revisions

Origination Date: 02/01/1995

Last Amended Date: 01/14/2016

Next Review Date: N/A