


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:012	Supersedes Policy Number: VII:01:04
Date: August 1, 1986	Dated: May 21, 1984
Subject: Assignment of University Facilities to Academic and Other Departments	
Initiating Authority: Executive Assistant to the President	SBR Policy/Guideline Reference:
Approved:  President	

General

It is the policy of Austin Peay State University to assign physical facilities to the various academic and other departments in a manner which will optimize the accomplishment of organizational goals and provide for the efficient utilization of the University's physical resources. The provisions of this policy apply to the allocation and assignment of education and general space (classroom buildings, office buildings, maintenance facilities, etc.), excluding the scheduling of classes. This policy is not applicable to auxiliary enterprise space (dormitories, apartments, bookstore, cafeteria, etc.).

Responsibilities

1. The President of the University approves space assignment transactions which involve the allocation of new or renovated space, any major reallocation of existing space from one activity to another.
2. The Executive Assistant to the President has overall responsibility for coordination and assignment of educational and general space.
3. Department heads control the occupancy and use of the space assigned to their activities.

Procedures: Departmental Requests and Transactions

A department head desiring assignment or reallocation of additional physical space should reach concurrence with the appropriate dean and executive officer (Vice President for Academic Affairs, Vice President for Development, Dean of Students, Vice President for Finance and Administration, and Executive Assistant to the President). The department head should then submit a request to the Executive Assistant to the President, forwarding an information copy to the appropriate dean and executive officer. As a minimum, the request should (1) state the specific purpose for which the space will be used, (2) contain a narrative justification for the request, (3) provide any supporting data which are available, and (4) indicate the building name, room number(s) and other pertinent information describing the space. The Executive Assistant to the President will inform the department head in writing as to the final disposition of the request.

A department intending to vacate or otherwise abandon a space it occupies will provide written notification to the Executive Assistant to the President. The notification should include (1) building name, (2) room number(s), and (3) effective date. Under no circumstances will an interdepartmental transfer of space be made without the concurrence of the Executive Assistant to the President.