

# Arkansas State University - Jonesboro

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**Effective Date: 11/23/96**

**Number: 03-08**

**Section: Administration**

**Subject: Facilities - Allocation of Space**

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The allocation of space in University facilities and modification of facility space assignments is a function of the Buildings, Grounds and Facilities Committee. Membership consists of the Executive Staff; one dean appointed annually by the Academic Deans Council; one chair appointed annually by the Chair's Council; the Assistant Vice Chancellor for Facilities Management; two faculty members appointed annually by the Faculty Senate; the chair of the Disability Services Committee; two staff members appointed annually by the Staff Senate; one undergraduate student appointed annually by the SGA; and one graduate student appointed annually by the GSC. The committee elects a chair at the beginning of each academic year. Meetings of the committee are called by the chair. The committee reports to the Vice Chancellor for Finance and Administration.

## **PROCEDURES**

Requests for allocation of facility space or modification of facility space assignments are submitted to the Facilities Management – Planning and Design Services Department through one of the following channels:

1. The Provost.
2. The Vice Chancellor for Finance and Administration.
3. The Vice Chancellor for University Advancement.
4. The Vice Chancellor for Student Affairs.

Facilities Management will submit the request to the Buildings, Grounds, and Facilities Committee with appropriate space diagrams, occupancies, utilization, etc. as may be required by the Committee.

Recommendations are made to the Vice Chancellor for Finance and Administration.

Revised on 11/15/2011.