

EXECUTIVE POLICY- ADMINISTRATION

E2.206 Mānoa Space Management and Assignment



1.0 Purpose

This policy establishes a plan for the allocation of space on the Mānoa Campus and designates the authority, responsibility and procedures for making space assignments and changes in space assignments.

2.0 Broad Assumptions

This policy is based on the premise that the ultimate responsibility for management and assignment of space lies with the administration of the University of Hawai'i at Mānoa.

3.0 Authority

The President has the authority for assignment of all space at Mānoa. Presidential authority is delegated to the Mānoa Space Committee (MSC) comprised of the Vice President for Academic Affairs, the Vice President for Research and Graduate Education, the Vice President for Student Affairs, the Vice President for Finance and Campus Operations, the Director of Budget, the Director of Personnel, and the Director of Planning and Policy. The Vice President for Academic Affairs chairs the MSC.

The MSC makes space assignments to level V programs. The unit administrator (dean, director, or in some cases vice president) is responsible for the development and implementation of the space policy for level VI programs.

Each space policy must be approved by the MSC, which is responsible for general consistency of space policies across the campus and may issue general guidelines for all level V policies.

The MSC reassigns space when this is deemed to be necessary; adjudicates disputes between units over space assignments; plans for the temporary location of personnel and facilities because of repairs or modifications to their buildings; decides on major modifications of space (e.g., conversion of classrooms to offices, or vice versa); reviews R&M and CIP plans and, where desirable, makes changes in priorities and schedules; and identifies the location for new level V programs.

4.0 Change Procedure

A level V unit desiring a change in space assignment should try to work with other units to solve the problem. If no resolution is reached, then the level V unit administration may submit a written request to the MSC. The MSC may establish subcommittees and request the assistance of staff of the MSC members to reach a decision, which is transmitted to the unit administrator. A decision of the MSC may be appealed to the President by a member of the MSC.