I. Purpose

The mission of the University of Wisconsin School of Medicine and Public Health (SMPH) is to advance health without compromise through service, scholarship, science, and social responsibility. As a leading academic medical center, SMPH supports this mission by providing flexible, adaptable and affordable facilities to accommodate the changing science and medicine goals of departments, multidisciplinary centers, institutes and programs. Efficient and effective allocation of space will help shape the future of biomedical and public health research, academics, and the practice of medicine.

II. Definitions

**Space Allocation:** A process used by the Dean or the Dean’s designee to allocate space to departments, centers, institutes or programs for their assignment of space to personnel.

**Space Assignment:** A process used by departments, centers, institutes or programs to assign space to personnel within their department, center, institute or program.

**Vacant Space:** Space allocated to a department, center, institute or program which is unassigned to personnel or is unused.

**Space Utilization Metrics:** Numerical assessments of space efficiency and productivity.

**Primary Work Area:** Office, workstation, laboratory, or other space where the majority of an individual’s essential work duties are conducted.

**Space Request:** Any request for allocation or modification of space, including:

1. **New Space** – Department, center, institute or program requests more space than currently allocated.
2. **Refresh** – Department, center, institute or program requests new flooring and/or paint within currently assigned space.
3. **Change of Use** – Remodeling that changes the primary use of any space (e.g., lab into office, office into storage).
4. **Renovation or Alteration** – Remodeling project requiring trade coordination in any space.
III. Policy

1. The Dean is responsible for the allocation of space and is accountable to the Chancellor and Board of Regents for effective, efficient use of space. At the Dean's discretion, space will be allocated to chairs or directors for space assignment at the department, center, institute or program level. Space allocations will be considered in the context of the strategic priorities of the SMPH, space available to SMPH, and sufficiency to achieve department, center, institute or program missions. The Dean/Dean’s designee retains ultimate control of space and transferring space from one department, center, institute or program to another when needed to advance the missions of SMPH. Space allocations are not permanent, and space occupancy does not imply ownership by the SMPH department, center, institute or program or its faculty or staff.

2. Chairs and directors are responsible for the stewardship of space assigned to them in accordance with SMPH policies and procedures. Chairs and directors will assign space to individuals within their departments, centers, institutes or programs. Requests for incremental space will be considered only if SMPH metrics for efficient use of space have been met by the requesting department, center, institute or program. At least annually, a review of space utilization will be conducted for each department, center, institute or program by the Dean/Dean’s designee. Review criteria will be based on the disseminated metrics. Vacant space may be returned to the Dean/Dean’s designee for allocation.

3. Primary work area assignments are limited to one-per-person. If an individual works in multiple locations, a primary work area assignment will be identified and “touch down” or “shared” space(s) identified in the alternate work location(s) can be assigned as needed by the department, center, institute or program.

4. Use of instructional space is managed by SMPH Classroom and AV Services. All instructional space needs take precedence over other reservation requests.

5. In general, shared conference rooms are scheduled through the online central scheduling system. For departments, centers, institutes or programs that are proximate to conference rooms that are not centrally scheduled, responsibility may be assigned to that department, center, institute or program to manage and schedule the rooms. Such responsibility does not imply priority or ownership of the conference room.

6. The Dean/Dean’s designee may continue to develop guidelines and criteria for space allocation and space assignment.

7. Space reallocation between departments, centers, institutes or programs, modifications to space and leases for external space must be approved in advance by the Dean/Dean’s designee.

IV. Procedures

The SMPH Facilities will create, maintain and keep current processes for space requests, processes for modifications to space, guidelines for assignment of space and metrics on efficient and effective use of space. These processes and guidelines will be consistent with UW policies and procedures and considered in light of the partnership with UW Health to ensure alignment on processes and guidelines. Departments, centers, institutes or programs will develop their own space assignment plans with guidance and review by the Dean/Dean’s designee.
V. References

Online Central Scheduling System (EMS)
http://smph.ems.wisc.edu/
http://www.med.wisc.edu/facilities/hslc/room-reservations/25305

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<tr>
<th>Responsible Unit and Contact title</th>
<th>SMPH Facilities</th>
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<tr>
<td><strong>Revision History</strong></td>
<td>Version 1.0, distributed 22 Dec 2016</td>
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<td>Policy approved by Dean’s Leadership Team - March, 2016</td>
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<td>Space guidelines approved by the SMPH Academic Planning Council 04/18/2012</td>
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<td></td>
<td>Research Space Guidelines approved by the Academic Planning Council on 03/17/1999</td>
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<td><strong>Next Review Date</strong></td>
<td>September 2019</td>
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