

SP012.2 Space Utilization – KSOM Procedures

Policy Type: Administrative/Operations
Revision Date: June 28, 2021

Training Required: No

Procedure, Guideline or Protocol

Requests For New Employee Office Space Or Relocation Of Existing Space

Requests for employee office single space assignment, multiple moves that involve an entire department, relocation for existing or new space requires department head approval and [Shared Services Intake Form](#) submitted a minimum of *2 weeks prior to employee start date*. *Any request submitted within earlier than 2 weeks may result in delay.*

Requests For Renovation Of Space

Requests to make any changes to interdisciplinary space, not under the jurisdiction of an individual unit, must also be submitted through a [Shared Services Intake Form](#) to Kirk Kerkorian School of Medicine at UNLV (KSOM) Space Committee for review.

For leased sites, space requests should not go to the landlord, but instead through the Space Committee process through a [Shared Services Intake Form](#).

Deans, Chairs, Clinic Administrators and Directors are responsible for the management of space assigned to their various departments and units, and must submit any planned change in space use that involves construction/renovation of space to the KSOM Space Committee for review prior to any changes being made.

Requests For Space Conversions

Requests to convert or repurpose any space from one type of use (category) to another must be submitted through a [Shared Services Intake Form](#) to the KSOM Space Committee for review prior to any changes being made.

Classrooms And Class Lab Space

To ensure that the university utilizes limited available teaching space effectively, all requests to convert or reassign scheduled classrooms, class labs and auditoriums to other types of uses must be submitted through a [Shared Services Intake Form](#) to the KSOM Space Committee for review prior to any changes being made.

Classroom and class lab space must be maximized by both the hours in use and occupancy of the stations. The School of Medicine Registrar's Office will determine the weekly course distribution goals each semester as part of the class scheduling process.

Research Lab Space

Research lab and research lab service space are managed by the Dean of the college to which the space is assigned or the Dean of Research for the School of Medicine. Colleges are encouraged to set their own space standards for the allocation of research space. The practices for research space assignments can be found on the [Space Policy and Procedures webpage](#).

Space managed by the Vice President for Research and Economic Development (VPRED) is reviewed quarterly by a committee consisting of deans of the Colleges of Engineering and Sciences, a faculty representative(s) from each of those colleges, the Associate Vice President for Research, an Executive Vice President and Provost/Space Management Representative, other deans or faculty representatives as appropriate. Space allocation recommendations are based primarily on research expenditures although other factors that may be considered include: publications in prestigious, peer-reviewed journals; successful mentoring of graduate students; research citations; and patents.

Based on the committee's recommendations, the VPRED will make space decisions and share them with the appropriate dean(s) and the Office of KSOM Space Management. It is the dean's responsibility to notify affected faculty and discuss alternative research space options within their division.

Office Space

The policy for office space assignments can be found in the [KSOM Space Management Guiding Principles](#) (SP012.1).

Other Space

Space such as conference, meeting rooms, break rooms, lounges and work rooms should be considered shared resources and is not exclusively reserved by one department. Priority for access and scheduling should be given to building occupants. Issues related to scheduling conflicts will be addressed by the department head.