POLICY TO MAINTAIN SUFFICIENT INSTRUCTIONAL SPACE
FOR GENERAL UNIVERSITY USE

Remodeling of older classrooms that result in a reduction in seating capacity and reassignment of instructional space from general university to departmental or administrative use limits the availability of classroom space necessary to accommodate the core curricular requirements of undergraduate students. To address this need, the following policies have been developed to ensure that sufficient general university instructional space is made available as the physical facilities of the campus are expanded and renovated. The policies apply to all university space.

University Classrooms in New Buildings:

To ensure that the University builds and maintains sufficient classroom space to provide access to core courses, a policy requiring the inclusion of general university classroom space in new buildings is necessary. Even in cases where private donations are not matched by state funds, the necessity of long-term expenditures of University financial resources to maintain all buildings justifies consideration of general university instructional space needs.

- When developing conceptual plans ("banker’s packages") for construction of new buildings, units must consult with Facilities Services regarding the suitability of including general university instructional space. Early review of the potential for committing space to this important need is intended to facilitate subsequent planning and fundraising efforts.

- Similarly, planning for major renovations to existing buildings must include a comprehensive review of the potential for maintaining or expanding general university classroom space.

- Depending on the size of the building and its functional purpose, the Director of Facilities Services will develop a recommendation concerning the inclusion of general university classroom space. The specific configuration, size, and seating capacity of the instructional space(s) will be guided by standards developed by Facilities Services in consultation with the Registrar, and will be discussed with the relevant academic/administrative unit(s) and the architectural and engineering design team. The Provost will make the final determination concerning the specific space to be included in the new or renovated building.

- If a building is deemed inappropriate for general purpose classrooms (e.g. due to location or specificity for research), the planners will explore the possibility of allocating project funds to add university classroom space at another location on campus.

- Facilities Services will report back to the University Space Committee on any justification for not including classroom space in a new building.

- Design principles and programmatic plans will be reviewed by the Office of Affirmative Action and Equal Opportunity to ensure compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Conversion of Classroom Space from General University to Departmental Use

Any plan by academic or administrative units to reconfigure a university classroom and to reassign the space for other functions must satisfy the following conditions:
• Instructional space must be made available by the academic/administrative unit to replace that removed from the general university inventory. The space provided as replacement must at least have the seating capacity and accommodate the instructional functions of the original space, must be accessible to individuals with disabilities, and must be approved by the University Space Committee.

• When feasible, the space acquired by the departmental/administrative unit shall be made available for university use when not scheduled by the unit. Consideration shall be given to maintaining appropriate security of equipment located in the space and functional limitations associated with configuration and design of the space.