

# 51.99.99.R0.01 Assignment and Renovation of Space for Academic Purposes

Revised November 6, 2023  
Next Scheduled Review: November 6, 2028



---

## Procedure Summary

---

Appropriate allocation of university facilities is essential to the proper delivery of student services and instructional programs. In accordance with institutional effectiveness expectations, decisions regarding the assignment of physical facilities for any purpose must take into consideration the physical facility needs of the entire campus community.

This procedure establishes the oversight authority for the utilization of academic space. It also identifies parameters to be used when assigning classrooms. Additionally, this procedure is used as part of the Texas Higher Education Coordinating Board (THECB) mandate that state universities develop and establish a Facility Inventory Manual that lays out guidelines for space utilization on campus and procedures regarding Facilities Space Inventory Control.

---

## Procedures and Responsibilities

---

### 1 ASSIGNMENT OF ACADEMIC SPACE

The Executive Leadership Team has the final responsibility for assigning all space on the university campus that is used for academic purposes.

#### 1.1 Assignment of Classroom Space

- 1.1.1 Initial classroom assignments are made within each academic department as the schedule of classes is being developed for an upcoming semester and is the responsibility of the Dean to review and approve.
- 1.1.2 If additional classroom or class lab space is needed, the Office of the Registrar may provide access to review available spaces that are on the THECB classroom inventory for consideration and Dean approval.
- 1.1.3 All scheduling of classroom and class lab space will be done in a manner that maximizes utilization standards established by THECB. (See Appendix A)

1.1.4 Unless a justification using the facilities demand factor (as defined by THECB) can be made, rooms or labs that are not on the approved course inventory at THECB may not be utilized for classroom space. Room/labs can be viewed online at the [THECB Facilities Inventory](#). For more detailed information not contained on the published THECB Facilities Inventory, contact the Registrar's Office.

## 1.2 Assignment of Academic Office Space

1.2.1 Full-time faculty will have a private (single) office, if possible.

1.2.2 Emeritus faculty, faculty on modified employment, part-time and adjunct faculty, teaching assistants, and graduate assistants will be assigned office space as available. (See *31.08.0.R2 Emeritus Designation*)

1.2.3 Whenever possible, all members of a unit or program will be assigned contiguous space.

## 2 RENOVATION AND REALLOCATION OF SPACE

Requests for reassignment, renovation, or expansion of physical facilities will occur through the Space and Facilities Advisory Committee to the Executive Leadership Team in accordance with the University Master Plan. Request forms are included in Appendix B. Criteria to be considered in evaluating these requests include the following:

2.1 Configuration of facilities and amount of space assigned or reassigned should be appropriate to the needs of the service or program to be delivered.

2.2 Renovation of space to fit the needs of a service or program should be kept to a minimum.

2.3 Prior to finalizing the reallocation of office, classroom, laboratory, or other space, affected faculty and/or staff will have an opportunity to provide input as to how such moves may impact their particular programs.

2.4 All reallocation of space will be reviewed and approved by the Space and Facilities Advisory Committee and Executive Leadership Team.

## 3 REPORTING OF CLASSROOM UTILIZATION

The Divisions of Student Affairs and Finance and Administration are responsible for reporting classroom utilization.

3.1 The Office of the Registrar and Space Utilization Manager are responsible for working with facility personnel for reporting the classroom utilization report to the THECB.

3.2 The Office of the Registrar and Space Utilization Manager have the authority to reassign classroom spaces when necessary to improve classroom utilization.

## 4 NON-ACADEMIC CLASSROOM SPACE

4.1 Non-academic classroom space is scheduled by the Scheduling Office located in the Sam Rayburn Student Center. Information concerning [regulations and procedures](#) for scheduling may be obtained from that office or online.

4.2 Reservations can be made through the virtual web request system at <http://ems.tamuc.edu>.

4.3 The space requested should be appropriate to the program/activity needs to be delivered.

## 5 SUMMARY

5.1 In any given situation, the overall best interests of the University will prevail over the interests of a particular service or program.

5.2 All individuals using both academic and non-academic facilities must adhere to the established policies and procedures for space utilization.

---

## Related Statutes, Policies, or Requirements

---

[THECB Facilities Inventory](#)

[THECB Space Usage Efficiency Model](#)

[A&M-Commerce Scheduling Office Procedures](#)

University Rule [31.08.01.R2 Emeritus Designation](#)

Suspends University Procedure *11.99.99.R0.03 Assignment and Renovation of Spaces for Academic Purposes*

---

## Appendix

---

Appendix A *THECB Classroom Space Utilization Standards*

Appendix B *Facilities Space Request Approval Form*

---

## Revision History

---

Approved September 1, 1996  
Revised January 24, 2011  
Revised December 1, 2014

---

## **Contact Office**

---

Office of the President  
903.886.5014

**The Texas Higher Education Coordinating Board  
CLASSROOM SPACE UTILIZATION STANDARDS**

The Texas Higher Education Coordinating Board (THECB) has required the following weekly utilization factors:

- Classrooms (38 classroom hours per week)
- Class labs (25 classroom hours per week)

A new [Space Usage Efficiency](#) model (SUE) has been developed and is available online.

The **SUE FORMULA** includes factors that take into account the following for determining utilization:

**Facilities Demand**

The facilities demand measure connects the supply (number of classrooms or class labs) with the demand (number of activities scheduled that require rooms). This measure is calculated identically to the Utilization measure but includes hours from classes that are not taught in classrooms.

**Utilization Rate:**

This is an effective measure to identify the actual use of the individual rooms. The current utilization guidelines are 38.0 hours per week (HPW) for classrooms (room type 110) and 25.0 HPW for class laboratories (lab type 210)

**Average Percent Fill:**

It is necessary to determine the number of seats occupied when a room is in use to determine the appropriateness of use, the need for additional facilities, and opportunities for optimization. Classrooms will need to be utilized to the maximum number of seats wherever possible. For example, a room with 125 seats will need to be utilized for the larger classes whenever possible.

**Standards**

Based on the performance measures, SUE goals for classrooms and class laboratories, as well as an overall performance standard, have been developed. **A total score of 75 (or above) for either the classroom or class laboratory area is the standard. Overall, a score of 150 (or above) is deemed to have met the standard for overall space usage efficiency.\***

**Recommendation:** To be efficient and meet the standard, the Space and Facilities Advisory Committee will need to recommend closing or changing several more classrooms.

FACILITIES SPACE REQUEST APPROVAL FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

=====

Type of Request (Please complete the appropriate section below):

- **Request for new Space:**  
Building \_\_\_\_\_, room # \_\_\_\_\_
- **Relocation/Move:**  
From Building \_\_\_\_\_, room # \_\_\_\_\_  
To Building \_\_\_\_\_, room # \_\_\_\_\_
- **Renovation/Alteration/Addition:**  
Renovation - Building \_\_\_\_\_, room # \_\_\_\_\_.  
Addition - Building \_\_\_\_\_, room # \_\_\_\_\_.

Definitions:

- New Space Request – Use when requesting additional space. If you have specific space in mind, include the building and room number(s).
- Relocation/Move – Use when moving from one building/room to another space.
- Renovation/Alteration/Addition – use anytime the physical aspects of the room will be changed. Most often associated when turning one large area into two or more smaller areas. **Must include plans, drawings etc. of your renovation request.**

=====

**Justification for the request, to include specific need and proposed use** (use additional pages if needed):

=====

**Projected Cost\*:** \_\_\_\_\_

Identify funding account(s):

\*Renovation/Small Construction Project Form required if funds are requested

**Requested Completion Date:** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_

**Dean Signature:** \_\_\_\_\_

---

**SPACE AND FACILITIES ADVISORY COMMITTEE CHAIR USE ONLY**

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Action Taken:

**FOLLOWING APPROVAL PROVIDE COPIES TO:**

**FACILITIES INFORMATION MANAGER USE ONLY**

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Impact Statement:

Recommendations/Action Taken:

---

**REGISTRAR'S OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Impact Statement:

Recommendations/Action Taken:

---