



## Ohio Administrative Code Rule 3344-90-01 University space.

Effective: March 15, 2026

---

### (A) Purpose

The purpose of this policy is to establish rules for the use, assignment, and reassignment of all university space including buildings, grounds and facilities.

### (B) Authority

- (1) All university space at Cleveland state university is the property of the state of Ohio and is subject to all applicable state laws, regulations and rules. Ultimate authority for the allocation and use of university space rests with the president, who may review any actual or proposed allocation. The office of the provost maintains allocation and control of all university space. The provost shall appoint a university space committee to provide advice on issues related to academic space assignments. All campus buildings, facilities, and space including those currently allocated to non-academic units, support the university's academic mission and are subject to this policy.
- (2) All requests for new space or reassignment of existing academic space shall be reviewed by the office of the provost. The university space committee shall periodically review space allocation and/or reassignment decisions made throughout the year. The committee may propose new procedures and guidelines to manage the assignment of space as needed in order to ensure efficient and equitable use of the university's facilities and space resources.

### (C) University space committee

- (1) The university space committee shall be co-chaired by the associate vice president for facilities and a vice provost from the provost's office. The committee shall consist of the following or their designee:
  - (a) Chief administrative officer
  - (b) Chief financial officer
  - (c) Chief information officer
  - (d) Vice president for student belonging and success
  - (e) Associate vice president for research
  - (f) University registrar
  - (g) Vice president for advancement



3344-90-01

2

- (h) Director of intercollegiate athletics
  - (i) Two academic deans
  - (j) Members of the faculty senate space committee
  - (k) One student representative
- (2) Members shall serve the following terms: All departmental appointees shall be permanent members; deans shall serve two-year terms, while students shall serve a one-year term. The provost may make temporary appointments and/or appoint additional representatives as deemed appropriate.
- (3) The university space committee shall give careful consideration to institutional priorities, needs and other relevant factors to make policy and/or procedural recommendations to the provost. The committee's recommendations shall be advisory, with the understanding that the provost has ultimate authority on whether to accept and/or act on any recommendations.
- (4) The university space committee's responsibilities include:
- (a) Analyzing current and future space requirements for all programs and units requesting space (re)allocation.
  - (b) Providing the provost and president with recommendations for procurement, programmatic space assignment and space repurposing.
  - (c) Serving as record keeper for all space assignments in partnership with the university office of capital planning.
  - (d) Developing and disseminating appropriate processes and procedures for making requests for space use and reassignment.
- (5) Space priorities and principles
- (a) Acknowledge that space is a limited resource for the university that should be considered an integral component in program or unit planning similar to resource issues of budget, personnel and equipment;
  - (b) Recognize and fulfill the special space and facility support needs of each unit;
  - (c) Promote stewardship and accountability for space assigned to the unit;



3344-90-01

3

- (d) Make space decisions that are consistent with the university's master plan, strategic priorities, and/or other planning documents;
- (e) Manage space with the understanding that all units on campus are part of the university and do not have an independent claim on space or facilities, regardless of current assignments and uses;
- (f) Program space analysis for current or new (re)allocation shall involve input from the division of hospitality and facility services as the record keeper of all space utilization across campus, in compliance with state-mandated categories.
- (g) Program space analysis for current or new (re)allocation shall involve input from the office of capital planning and be coordinated with all impacted parties including consideration of logistics, availability, infrastructure, cost, programmatic needs, efficiency and effectiveness;
- (h) All affected parties should have input into space management requests/decisions, including feedback and concerns;
- (i) All space use is subject to annual evaluation with a possible outcome of a different use being prescribed; and
- (j) Some units and/or individuals may be subjected to a space-lease-productivity model if deemed appropriate or necessary by circumstance.