Texas A&M University At Galveston Space Allocation Process

Final Approval: January 23, 2017

The Galveston Campus of Texas A&M University will use a transparent process of evaluation for any request of new space; construction, demolition, remodeling and renovation of existing space; request for art or campus features; and reallocation of space within units. Requests and evaluations for space allocation can be done under the following guiding principles:

- The need should align with strategic and aspirational goals (e.g., Research Scholarship, Teaching, and Program Development)
- Specific areas of performance that are aligned with strategic and aspirational goals will be heavily weighted in space allocation decisions (e.g., grants and contract activity, recruitment and retention of historically under-represented students, development and implementation of high impact and technology-mediated instructional activities, types of degree managed, mentorship of graduate students with appropriate time to degree)

1. Requests for Space
   Requests are submitted in writing to the department or unit head for approval prior to submission. Each request should include the following information:
   - name of the department or unit
   - square footage, number of offices, numbers and types of spaces requested
   - number of faculty, staff, and/or students involved
   - how the request aligns with strategic and aspirational goals (e.g., Research Scholarship, Teaching, and Program Development)
   - expected renovations/remodeling required
   - expected usage/purpose for space
   - explanation of funding sources requested and/or available

The department or unit head will submit to the Co-Chairs of the Council for the Built Environment (CBE), through the Executive Assistant III for the Executive Associate Vice President for Academic Affairs and Chief Academic Officer.

The Co-Chairs will schedule presentations from the requesting party(ies) to the CBE as appropriate and the CBE will vote to support or decline the request. The CBE Co-Chairs then forward the recommendation to the Vice President and Chief Operating Officer for final approval or rejection.
2. Request for Construction, Demolition, Remodeling and Renovation

A user intending to construct, demolish, or remodel/renovate space should send a request to the department or unit head for approval. The department or unit head will submit to the Co-Chairs of the Council for the Built Environment (CBE), through the Executive Assistant III for the Executive Associate Vice President for Academic Affairs and Chief Academic Officer.

The Co-Chairs will schedule presentations from the requesting party(ies) to the CBE as appropriate and the CBE will vote to support or decline the request. The CBE Co-Chairs then forward the recommendation to the Vice President and Chief Operating Officer for final approval or rejection.

3. Request Process for Art or Campus Features

A user intending to advocate for a permanent art piece sends a request to the department or unit head for approval. The department or unit head will submit to the Co-Chairs of the Council for the Built Environment (CBE), through the Executive Assistant III for the Executive Associate Vice President for Academic Affairs and Chief Academic Officer.

The Co-Chairs will schedule presentations from the requesting party(ies) to the CBE as appropriate and the CBE will vote to support or decline the request. The CBE Co-Chairs then forward the recommendation to the Vice President and Chief Operating Officer for final approval or rejection.

4. Reallocation of Space within Units

The campus Executive Team members are responsible for the space currently on their inventory. Any Intra-divisional space assignments will be determined by each Executive Team member. If the Executive Team member plans to modify the space in any permanent way, however, the plan to modify the space must be submitted to the CBE for review), through the Executive Assistant III for the Executive Associate Vice President for Academic Affairs and Chief Academic Officer.

The Co-Chairs will schedule presentations from the requesting party(ies) to the CBE as appropriate and the CBE will vote to support or decline the request. The CBE Co-Chairs then forward the recommendation to the Vice President and Chief Operating Officer for final approval or rejection. If the Vice President and Chief Operating Officer approves the recommendation, actual modifications must be reported to the TAMU Office of Facilities Coordination through the Associate Vice President for Administration and Auxiliary Services.

Decisions will be communicated centrally and through Campus.