

## UTIA Space Committee Guidelines

- A. Charge – The committee will make decisions regarding allocation of UTIA Campus space, with exception of the College of Veterinary Medicine, and review, refine, revise and develop UTIA space policy documents and procedures. The committee will seek wide input regarding changes in policy and procedures and may seek additional expertise as needed in carrying out their duties as needed.
- B. Committee Structure - The committee will include the following members:
  - a. Facilities and Services Director, Chair. (non-voting)
  - b. Associate or Assistant Deans from Ag Research, Extension and CASNR.
  - c. A Department Head appointed by the VP for agriculture for a two-year term coinciding with the beginning of the Academic Year.
  - d. Two faculty members nominated by Department Heads and appointed for a two-year staggered term by the VP for Agriculture. Appointments will coincide with the beginning of the Academic Year.
    - i. The faculty member in the second year of service on the committee will have voting privileges.
    - ii. The faculty member in the first year of service will be ex officio, non-voting.
  - e. Appointments of Department Heads and faculty will be done to assure balance among the departments.
- C. All requests to the committee will be routed through and approved by the Department Head or Associate Dean (FCS) who will forward them to the space committee chair for review.
- D. The committee will schedule and conduct standing meetings on a monthly basis. If no items for action are received at the discretion of the chair the meeting can be canceled.
- E. Meeting agenda and minutes will be maintained and available on the UTIA website and Institute personnel notified when posted. Agenda and minutes will be sent by email to Deans and Department Heads by the Space Committee Chair.
- F. Committee Decision and Appeals -Committee decisions can be appealed. Appeals of decisions are possible through written request by a Department Head to the committee chair within 30 days of the committee decision. Only appeals based on new information regarding the case, provided within the written request for appeal, will be considered.
- G. At the discretion of the Vice President, committee decisions may be reviewed. After review, the Vice President may agree or disagree with the committee's decision and will notify the committee and pertinent department heads, faculty and/or staff of decision.