

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Facilities**  
**AREA: Facilities Use and Oversight**

**Number: 09.03.03**

<b>SUBJECT: Space Management Policy</b>
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I. PURPOSE AND SCOPE

This document provides guidance to effectively manage processes and standards for all space at the University of Houston. All University buildings and land belong to the University as a whole and are subject to assignment and reassignment to meet the institution's overall priorities and needs. The scheduling of all University rooms that contain credit-based instruction are managed by the Office of the University Registrar.

II. POLICY

This document outlines the policies for improving the overall utilization of space at the University of Houston, including instructional, research, office and administrative space. Space decisions will take into account strategic initiatives, campus master plans, financial impact and the most efficient use of space. The Executive Space Committee approves all allocations of University space.

Exceptions to the policies and procedures in this MAPP must be submitted through the formal request process defined in this MAPP.

III. DEFINITIONS

- A. Classroom (THECB Code 110): A room or space used primarily for regularly scheduled instruction classes that require no special, restrictive equipment or configuration. A classroom may be furnished with special equipment appropriate to a specific area of study, such as computers, if this equipment does not render the space unsuitable for use by classes in other fields of study. The Texas Higher Education Coordinating Board codes a classroom as a 110.
- B. Class Laboratory (THECB Code 210): A space used primarily for formally- or regularly-scheduled instruction that requires special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. The Texas Higher Education Coordinating Board codes this type of classroom as a 210.
- C. Condition Assessment: A process which assesses the spaces current physical condition and the need for improvements.
- D. Department Space Coordinator: A representative appointed by the department to evaluate space needs, submit Space Requests and be a point of contact for scheduling questions or issues.
- E. Education & General (E&G) Space: Net assignable area used for academic instruction, research, and support of the institution's mission. It does not include auxiliary enterprise space or space which is permanently unassigned. E&G space is supported primarily from state-appropriated funds.

- F. Facilities/Construction Management (F/CM): A department of the Administration and Finance (A&F) division that includes Facilities Services and Facilities Planning & Construction.
- G. Office of the University Registrar (OUR): As part of DSAES (Enrollment Services), OUR provide support for curriculum development, academic publications, the class schedule, classroom reservations, requisite enforcement, and degree requirement exceptions.
- H. Space Request: This form is submitted to the University Space Committee for all requests regarding new space, reallocation of space, or change in use of space.
- I. Space Usage Efficiency (SUE) Score: This score consists of three variables: facilities demand, current utilization rate, and percent fill, to measure classroom and class laboratory utilization.
- J. Special Class Laboratory (THECB code 220): A laboratory designed for or furnished with equipment that serves the needs of a particular discipline or discipline group used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. The Texas Higher Education Coordinating Board codes this type of classroom as a 220.
- K. Texas Higher Education Coordinating Board (THECB): The Texas Higher Education Coordinating Board (THECB) was created by the Texas Legislature in 1965 to represent the highest authority in the state in matters of public higher education.
- L. Executive Space Committee: Consists of the Senior Vice President for Academic Affairs and Provost, Senior Vice President for Administration and Finance (A&F), Vice President for Student Affairs and Enrollment Services (DSAES) and Vice President for Research and Technology Transfer
- M. University Space Committee: This committee will be chaired by the Director of Space Management and Analysis. Additional committee members will be appointed representatives from the Office of the Provost, DSAES, and Faculty Senate. Subject matter experts will be included as advising members, as needed.

#### IV. ROLES AND RESPONSIBILITIES OF THE SPACE COMMITTEES

- A. The Executive Space Committee approves all allocations of university space.
- B. The University Space Committee has been established to serve the Executive Space Committee in an advisory capacity regarding overall space policy, needs and standards.
- C. Each college and department shall designate department space coordinators to consider and prioritize local needs and negotiate the space requests to be made to the University Space Committee.
- D. Space is assigned to functions, not individuals or individual departments, and may be re-assigned by the Executive Space Committee as specific functions change.
- E. All requests must follow the formal University Space Committee submission process.
  - 1. All requests for new space, reallocation of space, or change in use of space will be made by completion of a Space Request form and submission to the University Space Committee.

2. The request must be signed by the college Dean or Division Chair and the Provost.
- F. The University Space Committee will assess all requests and present them to the Executive Space Committee for evaluation and authorization.
- G. If a space change occurs without following the Space Request process, the department must retroactively submit the documentation to the University Space Committee to present to the Executive Space Committee. If the Executive Space Committee does not approve the Space Request, then the department is responsible for any costs associated with returning the space to its original use.

## V. CLASSROOMS

Policies described in this section are to optimize the utilization and scheduling of classrooms.

### A. Scheduling

1. All classroom scheduling will be managed by the Office of the University Registrar (OUR).
2. The Department Space Coordinator is the point of contact for internal scheduling questions or issues.
3. Colleges and departments with approved scheduling preferences have until the release date of the classrooms, at which time the rooms become available for the Office of the University Registrar to schedule.

The release date can be found on the Class Schedule Development Calendar located here: <https://www.uh.edu/about/offices/enrollment-services/registrar/curricular-services/class-scheduling/csd-calendar/>.

4. Classrooms should meet or exceed the minimum state Space Usage Efficiency (SUE) score as defined by the THECB.

For more information on SUE scores and getting access to target utilization goal reports, please see

<http://www.thecb.state.tx.us/reports/pdf/1831.pdf?CFID=90961675&CFTOKEN=60107069>.

5. Space that is deemed underutilized is subject to reassignment or repurposing by the Executive Space Committee.

### B. Time Bands

1. The Executive Space Committee approves the time bands that are to be used for class scheduling for the University of Houston. The time band information is located here: <http://www.uh.edu/about/offices/enrollment-services/registrar/curricular-services/class-scheduling/scheduling-policies/time-bands/>.
2. Exception requests to the University's approved time bands are located here: <https://www.uh.edu/about/offices/enrollment-services/registrar/curricular-services/class-scheduling/ad-astra/scheduler-resources/>.

3. For the reservation or rental of a university classroom, please refer to [MAPP 09.03.01](#).
- C. Classroom Condition Assessments
1. An annual condition assessment of all classrooms will be conducted by F/CM and OUR in order to determine the physical condition, improvements needed, and correct coding of the classrooms per the THECB's space use manual. The THECB's manual of facilities space use codes can be found here: <http://www.txhighereddata.org/index.cfm?objectId=3874B639-B8B5-1533-24CEAC194113B058>.
  2. Department Space Coordinators can also request for specific classrooms to be reviewed if needed outside of the annual classroom condition assessment. These requests should be emailed to the University Space Committee.
- D. Classroom Refresh Program
1. From the classroom condition assessments (Section V.C), a classroom refresh schedule will be developed and updated annually.
  2. The prioritization of classrooms that will undergo a refresh are based on the following criteria:
    - a. Safety,
    - b. Repairs needed,
    - c. SUE scores (Section V.A.4),
    - d. Utilization rates, and
    - e. Inadequacy for current needs.
  3. Classrooms will be refreshed on a reoccurring cycle as funding is available.
  4. In order for a classroom to be included in the refresh schedule, it must be coded as a 110-classroom, 210-class laboratory, or 220-special class laboratory (Section III) in the University's space inventory as defined by the THECB.

## VI. CLASS LABORATORIES

Policies described in this section are to optimize the utilization and scheduling of class laboratories and special class laboratories. This documentation includes best scheduling practices and adherence to the University's standard time bands.

### A. Scheduling

1. All class laboratory scheduling will be managed by the Office of the University Registrar (OUR).
2. Colleges and departments with approved scheduling preferences have until the release date of the class laboratories, at which time the rooms become available for OUR to schedule.

The release date can be found on the Class Schedule Development Calendar

located here: <https://www.uh.edu/about/offices/enrollment-services/registrar/curricular-services/class-scheduling/csd-calendar/>.

B. Space Utilization

1. Class laboratories should meet or exceed the minimum state SUE score as defined by the THECB.  
For more information on SUE scores and getting access to target utilization goal reports, please see <http://www.thecb.state.tx.us/reports/pdf/1831.pdf?CFID=90961675&CFTOKEN=60107069>.
2. Space that is deemed underutilized is subject to reassignment or repurposing by the Executive Space Committee.

VII. OFFICE AND ADMINISTRATIVE SPACE

- A. Policies described in this section are for the allocation of offices and administrative support spaces. This section of the MAPP will be developed at a future date.
- B. Any space that is deemed underutilized is subject to reassignment or repurposing by the Executive Space Committee.

VIII. REVIEW AND RESPONSIBILITY

Responsible Parties: Senior Vice President for Academic Affairs and Provost

Vice President for Student Affairs and Enrollment Services

Associate Vice President for Facilities/Construction Management

Review: Every five years on or before December 1

IX. APPROVAL

\_\_\_\_\_  
 Vice President for Research and Technology Transfer

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 Vice President for Student Affairs and Enrollment Services

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 Senior Vice President for Academic Affairs and Provost

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 Senior Vice President for Administration and Finance

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 President

Date of President's Approval: \_\_\_\_\_

X. REFERENCES

[Space Utilization Score \(SUE\) Information](#)

[Information about Release Date of Classrooms and Class Laboratories](#)

[THECB's Manual of Facilities Space Use Codes](#)

[Time Band Classroom Information Web Site](#)

[Exception Information to Time Band Web Site](#)

[MAPP 09.03.01 – Reservation and Rental of University Facilities](#)

**REVISION LOG**

Revision Number	Approved Date	Description of Changes
1	TBD	Initial version