

Riverpoint Campus – Space Allocation Guidelines

OVERVIEW

The physical facilities on the Riverpoint campus, like personnel, funds, and equipment, are resources that must be managed, maintained, and used in ways that contribute toward fulfilling the EWU and WSU missions of teaching, research, outreach, and service. Units assigned to the Riverpoint campus in support of these missions do not have exclusive or pre-emptive rights to the occupancy of a building or any individual space therein. When a space is unused or becomes vacant, individuals or units within a building should not assume it will be retained by them or assigned to them. Recognizing the fact that space needs change over time, all parties must be flexible to ensure adequate space exists to support the missions of the Universities.

Washington State University is responsible for the allocation of space resources at the Riverpoint campus. The Office of Riverpoint Campus Space Management, administered by the WSU Capital Planning and Development Department, will routinely evaluate space issues and make recommendations to the Chancellor for final space decisions. To assist Space Management in the formulation of objective and equitable space planning and management, the Riverpoint Campus Space Advisory Committee will provide advice regarding issues, policy, and procedures for the Riverpoint campus. In some instances, at the direction of the Chancellor, ad hoc sub-committees may be established.

GENERAL

- Spaces are provided for programs authorized at the Riverpoint campus based on need, availability, and suitability for intended use
- Credit bearing classes have priority over other use of space
- Spaces are not dedicated nor permanently assigned
- Space utilization is reviewed regularly by the Office of Riverpoint Campus Space Management
- Vacant or underutilized space is subject to reevaluation for reassignment
- Priorities (Assigned space may be shared with other personnel)
 - 1st Priority: University entities assigned full-time at the Riverpoint campus
 - 2nd Priority: University entities assigned part-time at the Riverpoint campus
 - 3rd Priority: University entities authorized for temporary assignment at the Riverpoint campus
 - 4th Priority: Non-University entities authorized for assignment at the Riverpoint

OFFICES

- Offices are assigned based on need, availability, and suitability for intended use
- Full-time Riverpoint campus faculty, deans, directors, chairs, and unit heads qualify for assigned individual offices
- Part-time Riverpoint campus faculty, deans, directors, chairs, and unit heads qualify for shared office space
- Graduate students with a 50% or greater FTE assistantship (e.g., teaching or research) at the Riverpoint campus qualify for a lab desk assignment or a shared office space
- Riverpoint personnel assigned primary office space at a location other than the Riverpoint campus may qualify for shared office space
- Shared office space may be assigned on a temporary basis to emeritus faculty after other office needs have been satisfied
- Riverpoint campus student government may be assigned office space (student clubs and organizations are not authorized for permanent space assignments)

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CLASSROOMS, AUDITORIA, & TEACHING LABORATORIES

- Classrooms, auditoria, & teaching laboratories are scheduled based on need, availability, and suitability for intended use
- Classrooms & teaching laboratories are scheduled by the Campus Scheduling unit administered by the WSU Spokane Department of Student Services
- Priority is given to locating classes proximate to the unit's administrative offices
- Special use classrooms and teaching laboratories are assigned based on program needs

CONFERENCE ROOMS

- Conference rooms are considered shared facilities and are scheduled by Campus Scheduling
- Conference rooms may be assigned for classes
- Requests for space for regularly scheduled meetings may be made in advance of the 10th day of classes with the understanding that credit bearing classes have priority; final confirmation for assignment will not occur until the 10th day of the academic session

RESEARCH

- Research space is assigned based on need, availability, and suitability for intended use
- Vacant or underutilized research space is subject to reevaluation for reassignment; vacant research space may be used to meet temporary research needs
- The Laboratory Utilization Committee comprised of practicing scientists will review space requests and provide recommendations for research laboratory assignment to Space Management
- Priorities (Assigned space may be shared with other personnel)
 - 1st Priority: University researchers working full-time at the Riverpoint campus with grant funding appropriate to the assignment
 - 2nd Priority: University researchers working part-time at the Riverpoint campus with grant funding appropriate to the assignment
 - 3rd Priority: University researchers working full-time at Riverpoint without grant funding
 - 4th Priority: University researchers working part-time at Riverpoint without grant funding

PARKING

A valid Riverpoint campus parking permit is required to park a motor vehicle on the Riverpoint campus. Per reciprocal agreement, Riverpoint campus Parking Operations will honor WSU & EWU parking permits for faculty and staff who have their primary offices on other WSU & EWU campuses and vice versa.

SPACE STANDARDS

Refer to: Washington State University Space Guidelines, Revised December 14, 1995

UPDATES

The Riverpoint Campus Space Allocation Guidelines will be reviewed and updated annually.