

## **AOP-8-14-12-01 -Space Request Procedures for Academic Needs**

**(Reviewed 9/18/13)**

The following steps will be used when requesting space for academic needs on the Troy Campus:

1. Conduct a thorough review of the space being requested including coordination with deans of each college involved and the Associate Provost/Dean of Undergraduate Studies' Office.
2. Develop a concise memo describing the need for the space, description of the space being requested and any space being vacated, and results of the previously described review including resources needed and costs for upgrades/retro fitting.
3. Route the memo through all affected deans to the Senior Vice Chancellor for Academic Affairs (SVC-AA)
4. Once the SVC-AA has indicated approval of the request on the memo, the requesting party may begin the process of moving into the space.

All requests for space not currently used by the Academic Division must be coordinated between the Senior Vice Chancellors involved. In such cases, a meeting should be scheduled to discuss the issue with the SVC-AA prior to any action being taken.

The Campus Vice Chancellors at the other Troy locations will assign space allocations based on their unique campuses' needs. Coordination and input will be obtained from appropriate leaders at their respective locations. For major space utilization changes at other Troy locations, the Vice Chancellor will notify the SVC-AA.

**APPROVED BY: ACADEMIC STEERING COMMITTEE, AUGUST 14, 2012 (REVIEWED 9/18/13)**  
**OPR: DR. LEE VARDAMAN**