

## STANDARD ADMINISTRATIVE PROCEDURE

### 41.01.01.M0.01 Space and Land Use Management

*Approved October 6, 1999*

*Revised April 22, 2004*

*Revised August 4, 2014*

*Revised January 22, 2019*

*Revised March 7, 2019*

*Next scheduled review: March 7, 2024*

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#### Procedure Statement

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The President of Texas A&M University (TAMU), in the role of Chief Executive Officer for TAMU is responsible for the day-to-day management and maintenance of real property and improvements located on the College Station campus. Except as otherwise delegated in this procedure, the President is the authority for space assignment and land use based on the analyses and recommendations of the Council for the Built Environment.

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#### Definitions

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The College Station campus is defined as all Texas A&M University and Texas A&M University System facilities and land administered by Texas A&M University located in Brazos and Burleson Counties.

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#### Official Procedure

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1. The President delegates authority for space assignment and land use to the following administrative unit(s):
  - 1.1 Space assignments and land use in the Research Park: Vice President for Research
  - 1.2 Interdisciplinary academic space assignments and associated supporting research infrastructure: Vice President for Research and the Provost and Executive Vice President.
2. COUNCIL FOR THE BUILT ENVIRONMENT

The Council for the Built Environment (CBE) is appointed by the President of the University to, except as otherwise provided in this procedure, make recommendations to the President on all aspects of the campus built environment in support of the university's core missions, as well as to support the realization of the goals contained in Vision 2020.

The Council advises on items including, but not limited to, the following:

- Policies and plans supportive of development of a built environment that enables and enhances the university's ability to support its mission, as well as makes progress toward the goals of Vision 2020
- Prioritization, location, and funding of new construction
- Methods of acquisition and financing of additional facilities and the demolition of facilities which are beyond their useful life cycle
- Prioritization of usage of existing space, renovation plans, and use of off-campus facilities
- Support of and information to the Master Planning process
- Prioritization of plans for campus regular and deferred maintenance

Three standing sub-councils report to the CBE: Design Review Sub-Council, Technical Review Sub-Council, and Maintenance Sub-Council (the permanent manifestation of the previous Task Force on Deferred Maintenance). The purpose of these sub-councils is to provide analysis and expertise to the CBE prior to the CBE providing advice and recommendations to the President on all decisions concerning the built environment of Texas A&M University.

### 3. SPACE INVENTORY AND REPORTING

The Texas A&M University Office of Mapping and Space Information collects and maintains a current inventory of space located at the College Station campus. Additionally, this Office conducts space utilization studies and prepares reports, for both internal and external distribution as necessary and mandated by the state of Texas or other governmental authority. The Office of Mapping and Space Information provides an annual report on the space use(s) on the College Station Campus and other locations, as appropriate, to the CBE.

### 4. SPACE REQUESTS AND ALLOCATIONS

Through appropriate channels, request for space should be forwarded to the CBE which collects and analyzes space requests, and provides recommendations related to requests for additional space to the President. Allocations are based on relative need, the availability of space and other parameters as deemed appropriate by the CBE. Requests for space at the Research Park should be forwarded to the Office of the Vice President for Research and administered and approved as described below in Section 6.1.

#### 4.1 Requests for Space

When space becomes available on campus, the CBE Co-chairs will issue a memorandum to all applicable parties inviting them to request assignment of the

vacant space. Requests are submitted in writing to the Co-Chairs, through the CBE Program Coordinator, and typically include the following:

- name of the division, college, department or unit
- square footage, number of offices, numbers and types of spaces requested
- number of faculty, staff, and/or students involved
- expected renovations/remodeling required
- expected usage/purpose for space
- explanation of funding sources available

4.2 Request for Construction, Demolition, Remodeling and Renovation

A user intending to construct, demolish, or remodel/renovate space sends a request to the CBE through the CBE Program Coordinator. The Co-Chairs assign the request to the appropriate Sub-Council(s) for review. The Sub-Council(s) research the request, schedule presentations from the requesting party(ies) as appropriate and vote to support or decline the request. The Sub-Council(s) provides the CBE Co-Chairs a recommendation which is presented to the CBE membership. The CBE then reviews the requests, reports and recommendations from the Sub-Councils. The CBE votes to support or reject the request. The CBE Co-Chairs then forward the recommendation to the President for final approval or rejection.

4.3 Request Process for Art or Campus Features: A user intending to advocate for a permanent art piece sends a request to the CBE, in care of the CBE Program Coordinator. The Co-Chairs assign the request to the appropriate Sub-Council(s) for review. The Sub-Council(s) research the request, schedule presentations from the requesting party(ies) as appropriate and vote to support or decline the request. The Sub-Council(s) provides the CBE Co-Chairs a recommendation which is presented to the CBE membership. The CBE then reviews the requests, reports and recommendations from the Sub-Councils. The CBE votes to support or decline the request. The CBE Co-Chairs then forward any recommendation to the President for final approval or rejection.

4.4 Reallocation of Space within Units: The University Vice Presidents and System Agency heads are responsible for the space currently on their inventory. Any Intra-divisional space assignments will be determined by each Vice President or System Agency head. If the Vice President or Agency head plans to modify the space in any permanent way, however, the plan to modify the space must be submitted to the CBE for review. If the President approves the recommendation, actual modifications must be reported to the Office of Mapping and Space Information.

4.5 Lease Space: Management of space leased by any System component headquartered at the College Station campus will be the responsibility of the individual component with contractual responsibility for this space.

5. LAND USE MANAGEMENT

A land use inventory will be maintained by the Office of Mapping and Space Information. The inventory will indicate current land usage, land management responsibilities for open land areas, and any future planned uses of the land as indicated by the Campus Master Plan. Texas A&M University will maintain a base-map and other media to display this data. Requests for permanent land use should be made through the CBE, which, through its processes will provide a recommendation to the President on the request. For operational or temporary land uses, outside the areas officially designated to the requesting unit the necessary coordination to facilitate the appropriate access to land assigned to Texas A&M University - College Station will be coordinated by the Office of Mapping and Space Information.

## 6. SPECIAL SPACE AND LAND USE RESPONSIBILITIES

Specialized components of the University's space and land use inventory will be managed as follows:

6.1 Research Park: Requests for land or facility use at the Research Park should be directed to the Office of the Vice President for Research for approval by the Vice President for Research. Specific resolution of the requests will be coordinated by the Office of the Vice President for Research in conjunction with the Office of Mapping and Space Information as necessary.

## 7. MUTUAL AGREEMENT

In cases where mutual agreement related to a space or land use request is not reached, resolution will be sought through consultation with the President and the System or agency Chief Executive Officer or designee.

## 8. GALVESTON CAMPUS SPACE AND LAND USE MANAGEMENT

The primary purpose of the land and facilities locations at the Galveston Campus is to support the mission of Texas A&M University and The Texas A&M University System.

8.1 Space Requests and Allocations: Requests for space at the Galveston Campus should be made according to the following guidance.

### 8.1.1 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.

8.1.2 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.

8.1.3 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.

8.1.4 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, 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 to space configuration or to space assignment/use must be reported to the TAMU Office of Mapping and Space Information through the Associate Vice President for Administration and Auxiliary Services.

- 8.2 Land Use Management: The operational use of the land at the Galveston Campus will be approved and coordinated by Texas A&M University.

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### **Related Statutes, Policies, or Requirements**

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*Supplements [System Policy 41.01](#) and [System Regulation 41.01.01](#)*

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### **Contact Office**

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Executive Vice President for Finance and Operations and CFO on behalf of the Council for the Built Environment