



Coppin State University

Allocation and Assignment of Space

Space Allocation

Classroom Space

The Office of Records and Registration is responsible for assigning instructional space. Instructional space includes classrooms, laboratories, and seminar spaces. Effort is made to assign rooms with seating capabilities that match the anticipated enrollment. Faculty are not authorized to make room changes. Requests for changes should be submitted by the department chair. Space designated for classroom use cannot be modified without approval of the Provost, via Space Utilization Committee.

Faculty Offices

Faculty offices will generally be assigned in the following priority:

- Full time regular faculty – 1 private office
- Full time contractual faculty – 1 private office
- Emeritus professors – 1 private office
- Part time faculty – shared office space*
- Adjuncts – shared office space*
- Visiting scholars – shared office space*

**Shared space can include hotelling, a system provides space based on reservations.*

Staff Offices

Staff offices may be private, shared or open landscape, depending on the amount of staff space available to a department.

Departmental Space

Department space will include the chair's office, administrative and clerical support space, and work/copy/storage rooms.

Space Request Procedures

All requests for new space or change of space must be submitted to the Coppin State University Space Utilization Committee. Request for space will proceed as follows:

1. The Space Request Form should be completed by a dean, chair or department head.
2. The approval signatures must be secured before the form is sent to the Space Utilization Committee.
3. The following criteria will be used by the committee to evaluate, discuss and prioritize the request.
 - Optimal Utilization of Space
 - Justification
 - Relationship to the University's Mission
 - Special Needs
 - Economic Feasibility
4. The Committee will be guided by the following utilization priority order
 1. Instruction
 2. Research
 3. Institutional Support
5. The Committee will forward its recommendation to the Provost/Vice President for Academic Affairs for approval.
6. The Provost/Vice President for Academic Affairs will approve or disapprove the recommendation.
7. The Provost/Vice President for Academic Affairs will forward the recommendation to the President for final approval