

# Essex County College College Regulation

## REG 2-6 ASSIGNMENT AND ALLOCATION OF SPACE

**Purpose:** To facilitate uniform and efficient space allocation protocols.

**Application:**

1. All space owned or leased by the College is considered institutional space. As such, no one area, division or department can consider space as being in its sole possession. Assignment and allocation of non-instructional space shall be made by the President's Office upon recommendation by the Space Allocation Committee, and for instructional space the recommendation to the President shall come from the Academic Deans.
2. There shall be a Space Allocation Committee which shall include broad based institutional representation.
3. The Space Allocation Committee shall receive requests for the assignment of instructional space only from the appropriate Academic Dean. The Dean shall receive all requests from subordinate departments and shall forward to the Committee those which merit approval.
4. The decision by the President's Office on the assignment of space shall be communicated to the Space Allocation Committee.

|   |  |
|---|--|
| <b>Responsible Official(s):</b>                                 | <b>Reference:</b> <i>N.J.S.A. 18A: 64A-12(o)</i> |
| <b>Regulation History:</b> App. 1/93,<br>Rev. 10/01, 7/11, 3/17 | <b>Attachment(s):</b>                            |