

OREGON HEALTH AND SCIENCE UNIVERSITY
SPACE ALLOCATION PRINCIPLES

1. All space is assigned and managed by the University and space allocation decisions are delegated by the President to the Executive Vice President for Administration in consultation with the OHSU Space Committee.
2. Commitments on space usage will be honored, including donor restrictions on space for a period of time deemed sufficient by the ELT and OHSU Foundation. Space allocation decisions should reward departments and centers that generate donor support.
3. The space allocation process includes central administration and all mission areas within the institution – patient care, research and education.
4. Leased space requests shall follow the same process as other space requests. Institutional functions shall not be located in free-standing leased space without review by the Space Committee and approval from the ELT member whom the department reports to.
5. Space allocation decisions that satisfy strategic and long-range facility master plans take precedence over temporary or short-term accommodations.
6. Space allocation decisions that save money, enhance revenues or encourage interdisciplinary interaction will be given priority. Wherever possible, shared use of resources will be encouraged to reduce costs, maximize space utilization and encourage integration of programs.
7. Space assignments that are necessary to ensure public safety or achieve legal compliance and/or preserve existing assets will be given priority
8. Facilities such as classrooms, clinics and research space that serve the institution’s educational, patient care and research missions have priority over central administrative functions.
9. High-traffic offices and other facilities serving students, faculty and/or staff will be located as centrally and conveniently as possible.
10. Full-time faculty and managers are generally provided with one primary office or workstation. If they work in multiple locations, they may be provided an additional office or workstation if space allows.
11. In general, private offices are reserved for full-time faculty and managers and shall not be assigned to students, interns, research assistants, or non-managerial administrative staff.
12. Space is a valuable resource and the cost of space will be allocated, in part, to achieve University goals and space principles.