



University of Delaware College of Engineering Space Allocation and Reallocation Policy

Revised: May 2020

Requests for space allocations (either for new space or for reallocation of existing space) will be reviewed by a Space Allocation Committee (SAC) appointed by the Dean. The SAC includes the Associate Dean for Research and Entrepreneurship (SAC Chair), the Associate Dean for Academic Affairs, and the Chief Financial and Administrative Officer.

Requests for space will be accepted only from Department Chairs and Directors of College Centers (i.e., any center that reports directly to the COE, rather than a Department Chair). Requests for reallocation of COE space for non-COE institutes or other units should be made by the administrator to whom that institute reports (such as the AVP for Research).

Requests for new space allocation should be submitted to the SAC via an [online form](#) and should include:

1. A description of the space requested, including a description of its intended future use.
2. A description of what measures have been taken to accommodate the request within the existing footprint already assigned to that department/unit.
3. A description of any special considerations (location, utilities) that provide support for the requested reallocation.
4. A description of any space to be vacated by the reallocation request, including possible suggestions for the future utilization of that space.

The SAC will evaluate proposals based on a variety of metrics including the requested change in total square footage allocated to each unit, and the fiscal year research spending per square foot of allocated space. Other metrics that may be considered are the number of students enrolled in each affected unit (graduate and undergraduate as appropriate).

When new space is assigned to a department/unit that results in backfilling opportunities for existing space, this space will be repurposed by the SAC. When such backfill opportunities present themselves, the SAC will solicit proposals for the optimal future use of the space.