Implement space management strategies, policies, and practices to support efficient, effective use and stewardship of physical assets, anticipate future space needs, and respond to University priorities.

**Areas of Leadership**

1. **Capital Development Plan**
   - **a)** Strategic and Capital Resource Planning: Lead a capital development planning process that aligns capital resources with the University’s strategic plan.
   - **b)** Capital Needs Evaluation, Prioritization, and Approval: Evaluate, prioritize, and approve capital projects to be included in the Major Capital Projects Program (subject to final approval by the Board of Visitors).
   - **c)** Management of the Major Capital Projects Program: Provide regular oversight to the ongoing capital development process for the projects in the approved Major Capital Projects Program.
   - **d)** Post-Occupancy Evaluation: Review post-occupancy evaluations completed for major new buildings and renovation projects.

2. **Major Planning Studies**
   - Provide review and oversight for the development, evaluation, and coordination of various major planning studies.

3. **UVA and UVA Foundation Real Estate Property Program**
   - **a)** Appoint UVA property acquisitions, sales, auctions, and transfers.
   - **b)** Receive information and provide critical input regarding UVA Foundation real estate transactions.
   - **c)** Review final transaction proposals and recommend them for approval to the President and Board of Visitors.
   - **d)** Review and approve major lease proposals.
   - **e)** Actively engage other entities that provide real estate services to the University, such as the University’s Physicians Group (UPG), to facilitate strategic planning.

4. **Space Management**
   - Review and approve space transactions between schools and units as guided by the new financial model.
   - Approve space guidelines and policies developed by Space Working Group to provide a framework for optimal use.

**Guiding Principles**

- Grounded in the University’s mission of teaching, research and community service.
- **Space Planning supports the University’s Strategic Plan.**
- Governance is transparent and equitable.
- Leadership is serving and enabling.

**Members**

- **Executive Vice President and Provost**
  - Vice Provost for Academic Affairs
  - Vice Provost for Administration & Chief of Staff
- **Executive Vice President for Health Affairs**
  - Senior Associate Dean for Research, School of Medicine
  - Dean, College and Graduate School of Arts & Sciences
  - Architect for the University
- **Facilities Management**
  - Chief Facilities Officer
  - Director of Energy & Utilities / O&M – Operations
  - University of Virginia Foundation
  - Chief Financial Officer
  - Assistant VP for Student Affairs
  - Associate VP for Student Affairs
  - Faculty Senate (Two Members)
  - Staff Support

**Areas of Responsibilities**

1. **Manage space requests submitted through the University’s space request form/process and implement solutions.**
   - a) Provide options and solutions to a school or business unit when space needs cannot be accommodated within existing space holdings.
   - b) Oversee the University’s space request process.
   - c) Update the University’s space request form.

2. **Manage and support space planning needs to support major and minor construction.**

3. **Manage and develop space guidelines, policies, and allocation standards.**

4. **Assess lease hold options to optimize lease space.**

5. **Conduct space studies, analyses, assessment, and planning services.**

6. **Conduct benchmarking studies.**

7. **Support SLC in Capital Development Planning and Process.**

8. **Support and coordinate with the Space Leadership Committee (SLC).**
   - a) Evaluate space requests or issues to the SLC when an executive level of leadership is needed and develop space options and potential recommendations for consideration and decision-making by the SLC.
   - b) Review and evaluate academic/business plans to identify items for consideration and decision-making by the SLC.
   - c) Recommend and obtain approval for space studies by the SLC.

9. **Provide space analyses and reports.**

10. **Support sub-committees as needed for specific studies.**

11. **Inform the SLC of space requests and coordinate with the SLC staff member to set the SLC’s agenda.**

**Members**

- **Executive Vice President & Provost**
  - Senior Planner (Chief)
  - Associate Provost Academic Support & Cmty. Mgmt.
- **Facilities Management**
  - Chief Facilities Officer (Member in both committees)
  - Director of Facilities Planning & Construction
  - Assistant Director for Space Management
  - Geospatial Engineering Services Manager
  - College and Graduate School of Arts & Sciences
  - Director of Space Management
  - School of Medicine
  - Director of Space Management
- **Executive Vice President for Health Affairs**
  - Director, Facilities Planning & Capital Development Administration, Facilities Planning & Capital Development
  - Director of the Architect
  - Assistant University Architect
  - Senior Facilities Planner

**Real Estate & Leasing Services**
- **Director**
  - Contract Administrator
  - Vice President of Realty
  - Senior Director
  - Director, University of Virginia Foundation
  - Chief Administrative Officer
  - VP & Chief Student Affairs/Housing & Res. Life
  - Assistant Dean of Students/Fac. Dir. of Housing & Res. Life
  - Associate Dean of Students
  - Associate VP for Business Operations
  - Associate, Dean of Students/Asst. Dir. of Housing & Res. Life
  - School of Engineering & Applied Science
  - Athletics
  - Athletics Assistant Dir. for Facilities & Ope.
  - University Budget Office
  - Manager Capital Budgets and Systems

**Revised December 3, 2014**