

UC San Diego Space Reassignment Guidelines for Program Reduction  
September 2011

Principles:

- All space is owned by The Regents, and the Chancellor is responsible for administering the acquisition, allocation, and use of all space, regardless of original funding.
- Space is managed by the Vice Chancellor (VC) areas, including both State funded facilities (developed on the basis of program justification that is reviewed by DOF and the California Legislature) and non-State funded facilities (developed through resources acquired by the individual VC areas).

Process:

- Space reassignments exceeding 3,000 assignable square feet (asf) that are a result of program reduction or discontinuation should be reported in writing by the cognizant VC to the Chancellor prior to relocations or any modifications to the space.
- The Chancellor will either:
  - endorse the reassignment and inform the VCs of the reassignment; or
  - discuss the space vacancy with the VCs and consider reassignment to another VC area.
- To assist the Chancellor in the consideration of competing space requests, space management staff from affected VC areas will work with Institutional Research staff to:
  - summarize proposed uses,
  - evaluate suitability and fit of the proposed program into the vacated space, and compatibility with the programs in neighboring spaces; and
  - describe renovations required to accommodate the proposed use and validate the affected VC area's ability to fund associated any capital costs.
- Proposals submitted to the Chancellor will be evaluated according to several factors, including, but not limited to:
  - highest and best use in support of the teaching and research mission of the campus;
  - use restrictions based on building or health/life/safety codes, or use restrictions/requirements associated with previous capital funding sources (e.g., gifts, federal grants, etc);
  - demonstration of ability to fund associated capital improvements; and
  - potential for the proposed use to generate revenues.