## Space Approval Flow Chart

The chart below shows the steps for review and approval of a request for university space, regardless of purpose. At any stage in the review process, the request may be returned to the originating unit for more information, or with a determination that the request is not feasible. In the event that the request is not approved, the unit may submit a revised request, or seek other alternatives.

**Department or Unit:** Determine need, prepare preliminary request and submit to dean or AVP/VP of unit for review and approval.



**Dean or AVP/VP of Unit:** Upon internal review, Dean or AVP/VP of Unit reaches a resolution; if approved, space request is submitted to University Space Advisory Committee via online portal



**Triage:** The Vice Provost for Academic Planning, the Chair of Faculty Senate Space Committee, and a University Architect's Office representative review the space request to identify which of them qualify for an expedited review or a full University Space Advisory Committee Review



**University Space Advisory Committee:** It reviews space request, if approved, a recommendation is made to the Provost



**Provost:** He/She reviews space request and University Space Advisory Committee recommendation: final resolution is communicated to all affected units.



**Department/Unit:** It submits FAST request to initiate further steps.