**Columbia Business School Space Allocation Policy and Procedures November 2021**

The Dean of the Business School, as part of their responsibilities as the “chief executive officer….responsible for conducting the School’s administrative functions” as outlined in the School’s [bylaws](https://www8.gsb.columbia.edu/faculty-staff/system/files/2018%20By-Laws%20of%20Columbia%20Business%20School%20%28Approved%204-25-2018%29.pdf), is responsible for the allocation of all space at the Business School.   University space management is the responsibility of the Executive Vice President for Facilities, as per the [Faculty Handbook](http://www.columbia.edu/cu/vpaa/handbook/organization.html#documents).

The Dean allocates space in order to support the academic mission and strategic vision of the School and the University as necessitated by our 501 (c) 3 not-for-profit status.  The Dean may consult with, or delegate some decisions and operational aspects of space planning to, the Dean’s Office leadership team.

* Normally, space assignments will be made in writing.
* Assignments will either be for a specified period of time, or will be ongoing until priorities and needs change.
* Neither faculty nor staff may trade spaces without approval from the Dean’s Office
* The Dean’s Office may allow divisions or departments to manage sub-allocation of certain spaces (e.g. visitor offices, interview rooms) for a specified or ongoing period of time, but this permission may end if School priorities and needs change (e.g. a visitor office is needed to accommodate a full-time faculty member.)
* When faculty or staff end employment at the Business School, the Dean’s Office may reallocate the vacated space to another department or division, but will seek to maintain continuity for replacement employees when feasible.

If an individual or a team will not be using space for a time period of more than 1 month, then they are expected to advise the Dean’s Office of the vacancy, this will help the School to be as nimble as possible in efficient space use.  If the space’s current occupant wishes to offer the space to a visitor or colleague, they can request this, but it requires approval from the Dean’s Office.

As presented at the November 16, 2021 Executive Committee Meeting.