

## Academic/Research Space Request Form

*This form should be completed by the department chair/director or principal investigator to request a new space allocation. The form should be sent to the respective dean or AVP for consideration of space allocation with the dean's or AVP's current allocation. If space is not available, the dean or AVP or representative thereof should work with the director of Course Building and Academic Space Management to develop a space proposal. The proposal will be forwarded by the dean or AVP to the Provost for consideration by the Space Management Council.*

Date

### Contact Information

- a. Name:
- b. Department
- c. Phone #:
- d. E-mail Address:
- e. Signature:

### Space Use:

- a. Is this space for a new faculty hire? Y      N
- b. If yes, when is the anticipated start date?
- c. Check the box that most closely describes how space allocated will be used:

Office space for tenure/tenure-track faculty

Research space for externally funded projects

Research space for work not externally funded but important to the University's scholarly endeavors

Office space for individuals (non-tenure/tenure-track) providing instruction to students

Space for functions that directly support research, instructional and service mission

Space for functions that indirectly support research, instructional and service mission

Other, please explain:

