



POLICY STATEMENT

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COORDINATED BY: Office of Chancellor

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SUBJECT: LSUS Space Allocation, Renovation and Management Policy

I. PURPOSE:

The purpose of this policy is to establish the standards for the allocation, relocation, renovation, and utilization of space at LSU Shreveport. All space on campus is considered a university resource and is not owned by individual departments or units.

II. DEFINITIONS

- A. Space** - Any physical area within LSU Shreveport facilities, including offices, classrooms, laboratories, storage areas, meeting rooms, event venues, and common areas.
- B. Allocation** - The assignment of space to a department, unit, or program for a defined purpose.
- C. Reallocation** - The reassignment of previously allocated space to another unit, program, or purpose based on institutional priorities.
- D. Renovation Tiers** -
 - 1. **Major Renovation** - Significant structural or infrastructural work that alters the function or configuration of a space (e.g., reconfiguring walls, HVAC system upgrades, or major lab construction).
 - 2. **Intermediate Renovation** - Moderate updates that involve more cost or complexity than cosmetic improvements but do not alter the

fundamental structure (e.g., flooring replacement, ceiling work, or lighting changes requiring electrical modifications).

- E. Requestor** - Any student, faculty member, staff member, department, or program submitting a request for space allocation, reallocation, relocation, renovation, or update.
- F. Chancellor's Cabinet** - The senior leadership group that advises the Chancellor on strategic and operational matters, including space utilization decisions. The Cabinet also reviews and provides recommendations regarding space utilization requests for consideration by the Chancellor or designee.

III. POLICY

The Chancellor, or the Chancellor's designee, with advisement from the Chancellor's Cabinet, holds the authority to allocate, manage, renovate, and update campus space. Decisions will be based on institutional priorities, equitable access, and efficient use of facilities in support of the university's mission.

This policy applies to all students, faculty, staff, academic departments, administrative units, and recognized university programs. It governs requests for office relocations, renovations and updates, new program spaces, and other facility needs. Decisions regarding space utilization will be made through a transparent, data-driven process that ensures resources are used in the best interest of the university community.

IV. POLICY ADMINISTRATION AND REVIEW

The department responsible for the administration of this policy is the Chancellor's Office, coordinated by the Chief of Staff. The Chief of Staff will ensure that this policy is implemented consistently and that requests are processed in accordance with institutional priorities.

This policy will be reviewed every three years, or more frequently if needed, to ensure alignment with the university's mission, changes in space needs,

regulatory requirements, and best practices in higher education space management. Regular review allows LSU Shreveport to adapt to enrollment trends, program growth, and evolving operational priorities, ensuring that campus space remains an efficient and equitable resource for the university community.

V. SPACE MANAGEMENT AUTHORITY

The Chancellor, with advisement from the Chancellor's Cabinet, holds the authority to allocate, manage, renovate, and update campus space. The Cabinet will review space utilization requests, assess needs, and provide recommendations to ensure that decisions are aligned with the university's mission, strategic priorities, and resource availability.

A. The Chancellor's Cabinet will be responsible for-

1. Reviewing and prioritizing requests for space allocation, reallocation, and renovation.
2. Ensuring that space is utilized efficiently, equitably, and in compliance with LSU System requirements and state regulations.
3. Recommending reallocation of underutilized space to meet emerging academic, administrative, or student needs.
4. Advising on major and intermediate renovation projects to ensure alignment with capital planning and resource availability.
5. Consulting Facilities Management, Information Technology, and Events Management to evaluate operational and technical feasibility of space-related decisions.

VI. SPACE UTILIZATION REQUEST PROCESS

The processes associated with this policy are maintained by the Chancellor's Office and coordinated by the Chief of Staff in close advisement with Finance and Administration. All requests for the allocation, reallocation, relocation, or renovation of space must follow institutional processes. This ensures that

decisions are made consistently, transparently, and in alignment with institutional priorities.

AUTHORIZED AND APPROVED BY:



Dr. Robert T. Smith, Chancellor

2/19/2026

Date