

UCR Space Request Process Flowchart

Step 1: Identification of Need

- Requestor identifies space needs to his/her organization's leadership office (Dean, Department Chair, Divisional Dean or Vice Chancellor)
- Leadership office verifies availability of local resources (inventory of spaces currently assigned); if resources aren't available, a space request form can be submitted)



Step 3: Supporting materials (performed by requestor's organization):

All requests for additional assignment of space will require supporting documentation. A comprehensive list of suggested supporting materials can be found here [\[link to be inserted here\]](#)



Step 4: Analysis and Recommendations (performed by Space Management):

- Materials provided will be analyzed and reviewed
- Recommendation (s) will be generated based on various parameters. A list can be found here [\[link to be inserted here\]](#)



Step 5: VCPB Review

- Recommendations and supporting materials are submitted for review to the Vice Chancellor for Planning and Budget



Step 6: University Space Committee (USC) Review

- Approved recommendations and materials are submitted to USC for review
- Stakeholders may be invited to present arguments impacting the request; details of presentation process can be found here [\[link to be inserted here\]](#)
- USC will vote on appropriate recommendations to be submitted to the Provost



Step 7: Provost Review

- Provost reviews recommendations forwarded by the USC and renders a decision



Step 8: Communication of Decision (s)

- Space Management issues written communication of Provost's decision(s) to college Dean and/or Vice Chancellor (s)

