

# SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

## Policy Manual

**SUBJECT: Scheduling and Coordinating of Campus Resources**

**NUMBER: VI-A-07**

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The authority to assign space for specific purposes shall reside with the person designated as the building authority.

Scheduling and coordination of university people, facilities, and associated resources to support academic, student, community, and professional activities of the university shall be centralized.

### **PROCEDURES**

- A. Building authority is designated as follows (for shared space or areas of mutual interest, building authority are to coordinate with each other):
  1. The Vice-President for Academic Affairs (VPAA) or designee has responsibility for
    - a. Classroom, laboratory, office, and conference space.
    - b. Requests for the removal of classrooms and laboratories from use in the delivery of academic instruction or their conversion and/or restriction of their use as classroom or laboratories.
  2. The Vice-President for Research or designee has responsibility for research facilities and research laboratories.
  3. The Vice President for Student Affairs and Dean of Students or designee has responsibility for space designation in the residence halls and Surbeck Center.
  4. The Vice President of Business and Administration or designee has responsibility for space in all other buildings and grounds.
- B. Academic instruction scheduling is designated as follows:
  1. The Registration Officer will make original assignments of classrooms for all academic instruction.
  2. AES staff will download class schedules approximately 2 semesters in advance into a text file and Surbeck Center (SC) will import the text file into the university scheduling system.
    - a. SC staff will make any necessary changes to the originally scheduled rooms or times after the download and will notify AES of any and all changes.
- C. All Non-academic event requests and scheduling will be coordinated by SC staff within published guidelines as follows:
  1. SC staff will provide the contact for each scheduled activity:
    - a. Confirmation of the arrangements and services to be provided including a list of associated charges for services requested.
    - b. The *Support Sheet* requesting a list of attendees is to be completed and returned to the SC staff within the requested time frame.
    - c. A copy of the billing transaction within 10 days of receipt of the completed support sheet.

- d. Initiation of the transfer of funds to each resource provider on a timely basis.
2. Fees will be charged according to the campus resources user fees policy.
- D. SC staff will manage scheduling conflicts as follows:
  1. SC staff will notify a requester of conflicts with room or equipment availability.
  2. SC staff will work with the confirmed event contact to address these conflicts and gain agreement to any modifications to accommodate both requests.
  3. If the conflict involves a scheduled class being moved to a different location or time, SC will identify possibilities, seek approval from the VPAA or designee and report back to the requestor.
- E. The SC staff will administer and maintain a centralized calendar for public viewing effective fall 2005. All events scheduled through SC staff will be posted on the electronic calendar, unless specifically noted not to post.

## **SCHEDULING AND RESERVING CAMPUS FACILITIES**

### **POLICY**

The highest priority for use of classrooms will be accorded academic instruction.

### **PROCEDURES**

1. The Registrar will assign classrooms for all academic instruction. Any changes to the originally scheduled rooms or times must be approved by the Registrar.
2. Classroom, laboratory, and office/conference space shall be designated as such by the Vice President for Academic Affairs who may delegate such responsibility to deans and/or department chairpersons. Requests for the removal of classrooms and laboratories from use in the delivery of academic instruction or their conversion and/or restriction of their use as classroom or laboratories must be approved by the Vice President for Academic Affairs. The Dean of Students has responsibility for space designation in Surbeck Student Center and the residence halls. The Director of Business and Administration has responsibility for space in O'Harra Administration Building.
3. All room scheduling and reservation requests except for regularly scheduled academic instruction are to be coordinated through the Program and Activities Registration Center (PARC).
4. In the event of a scheduling conflict, the Director of Surbeck Center has the authority to mediate.
5. Appeals may be made in writing to the Dean of Students office. The Dean of Students will then convene the Vice President for Academic Affairs and Director of Business and Administration for a final decision.