

UNIVERSITY OF PITTSBURGH POLICY 04-01-03

CATEGORY: FACILITIES
SECTION: Control and Assignment
SUBJECT: Classroom Facilities
EFFECTIVE DATE: January 16, 2002 Revised
PAGE(S): 1

I. SCOPE

This policy establishes administrative responsibility for the management of all University classroom facilities, including classroom renovation and conversion of classrooms into other space.

II. POLICY

Administration

Classroom space, including lecture halls, seminar rooms and auditoria are University-wide resources, and as such are under the jurisdiction of the Provost.

The registrar at the campus is responsible for the scheduling, assignment, and control of classroom facilities, establishing seating capacity, and monitoring equipment. Chairs, desks, tables, chalkboards, maps, or any other specialized equipment may not be removed from, or added to any classroom facility without prior approval of the appropriate registrar.

Assignment and Change

Facilities are assigned for optimum utilization in accordance with Policy 02-01-04, Course Meeting Times, with due consideration to school and departmental curriculum requirements, accessibility, and priorities. The primary purposes for the assignment of classroom facilities are courses, seminars, workshops and examinations. Classrooms may not be used for other purposes without the approval of the appropriate registrar. (See Policy 04-01-01, Extracurricular Use of University Facilities.) The appropriate registrar must be notified of any change which may cause a modification of the assignment of classroom facilities.

Classroom assignments appearing in the University Time Schedule of Classes are subject to change by the appropriate registrar. No classroom changes are made after the fourteenth calendar day of the term.

Renovation/Conversion of Classrooms

Deans, department chairmen, and campus presidents must request prior approval of the Provost and/or Senior Vice President for Health Sciences to renovate classrooms, create new classrooms, or convert existing classrooms into other space, such as faculty offices. In the Health Sciences, deans, and department chairmen must obtain approval of the Senior Vice President for Health Sciences before submitting a request to the Provost. The Classroom Management Team has responsibility for reviewing such requests and making recommendations to the Provost for consideration in making the final decisions.

Food/Beverages/Smoking

Food, beverages, and smoking are not permitted in any classroom. All instructors are authorized to enforce this policy in the interest of maintaining the physical condition of classrooms.

III. REFERENCES

[Policy 02-01-04, Course Meeting Times](#)

[Policy 04-01-01, Extracurricular Use of Facilities](#)

