

UC Davis Policy and Procedure Manual

Chapter 360, Physical Facilities

Section 22, Land Assignments

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Responsible Department: Administrative and Resource Management

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I. Purpose

This section outlines policy and procedures regarding assignment of campus land to UCD departments.

II. Policy

- A. Campus land may be assigned to a department for an indefinite period of time. However, land assignments are not permanent.
- B. Departments may transfer land under their control to another department within their college or school only with the prior approval of the dean of that college or school and the Chair, Land Assignment Work Group.
- C. The Chair of the Land Assignment Work Group, acting upon the advice of the Work Group members, is responsible for approving all assignments of campus land between departments in different colleges or schools, or new land not previously assigned to a campus unit.
- D. Administrative and Resource Management (ARM) is the office of record for assignments of campus land. ARM shall keep records and coordinate with the Long Range Development Plan and enterprise zoning.

III. Procedures

- A. The chair of the department wishing to acquire or transfer campus land sends the following information to the dean of the school or college.
 1. Exact location of land in question.
 2. Size of plot.
 3. Purpose for which land is presently used.
 4. Proposed use.
 5. How long land is needed for proposed use.
- B. The dean appends the recommendation and forwards to the chair of the Land Assignment Work Group.
- C. The Work Group recommends action to the chair within 60 days. The Work Group may request additional information or justification if necessary.
- D. The Chair of the Work Group informs the appropriate parties of the decision.

IV. Further Information

- A. Call ARM or the College of Agricultural and Environmental Sciences Dean's Office for information on current land assignments.
- B. Call the Chair, Land Assignment Work Group (Assistant Vice Chancellor—Campus Planning, ARM), for any additional information.