
University of Pennsylvania School of Medicine
Policy & Procedure Manual

Access to Space Data for Update

ADMINISTRATION
Policy Number: ADM-SPA-002
Date Approved: January 31, 2002

I. PURPOSE

To establish the School policy for access to space data using the Web Updater tool.

II. SCOPE

Policy applies to the data recorded in the University Space Database that are assigned to and/or occupied by School of Medicine faculty, staff or students or space in School of Medicine buildings.

III. POLICY STATEMENT

Access to space information for updating purposes shall be controlled by the Executive Director of Space Planning and Operational Services.

Departmental access: Access for updating is limited to the department (or divisional) administrator or administrators who is or are most familiar with the activities conducted in the space. In compliance with University policy, in general, only one administrator has access for updating information for any one organization, although exceptions may be made at the discretion of the School and University. Departmental access will be limited to 'user' status (as opposed to 'super user' which will be allowed only at the School level). Other departmental administrators may have query access for reporting purposes through the Data Warehouse as defined in School policy ADM-SPA-003: Access to Space Data for Query.

	<p>ISSUED BY: <u>Michael E. Black</u> Vice Dean for Administration and Finance, School of Medicine <u>2/20/02</u> Date</p>
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The administrator is designated by the department chair or center/institute director for each organization in conjunction with the School. The department chair or center/institute director of the organization is responsible for notifying Space Planning and Operation Services of any need to change access upon termination of, or change in responsibilities of, the designated administrator.

IV. WHO SHOULD KNOW THIS POLICY?

- Vice Deans/Administrative Directors
- Department Chairs/Center and Institute Directors
- Department/Division Administrators

V. GENERAL INSTRUCTIONS

The University has developed a form that may be obtained from the Office of Information Systems and Computing. This form should be completed as outlined in Section VI of this policy.

VI. PROCEDURES

RESPONSIBLE PERSON / DEPT	PROCEDURE
Chair/Director	Designate Departmental Administrator to maintain space data. Complete Security Access Form and forward to Executive Director, Space Planning and Operational Services.
Executive Director, Space Planning and Operation Services	Verify that orgs and security level requested is appropriate. Sign and forward to University Director of Facilities Management Information Systems.
Facilities Management Information Systems	Final approval. Maintain security access table.

	<p>ISSUED BY: <u>Michael E. Black</u> Vice Dean for Administration and Finance, School of Medicine <u>2/20/02</u> Date</p>
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VII. CONTACTS

Vice Dean for Administration and Finance, School of Medicine

Phone: (215) 898-3655

FAX: (215) 898-0994

Executive Director, Space Planning and Operation Services

Phone: (215) 898-4611

FAX: (215) 573-2237

Director, Planning and Reporting

Phone: (215) 898-1969

FAX: (215) 898-0994

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