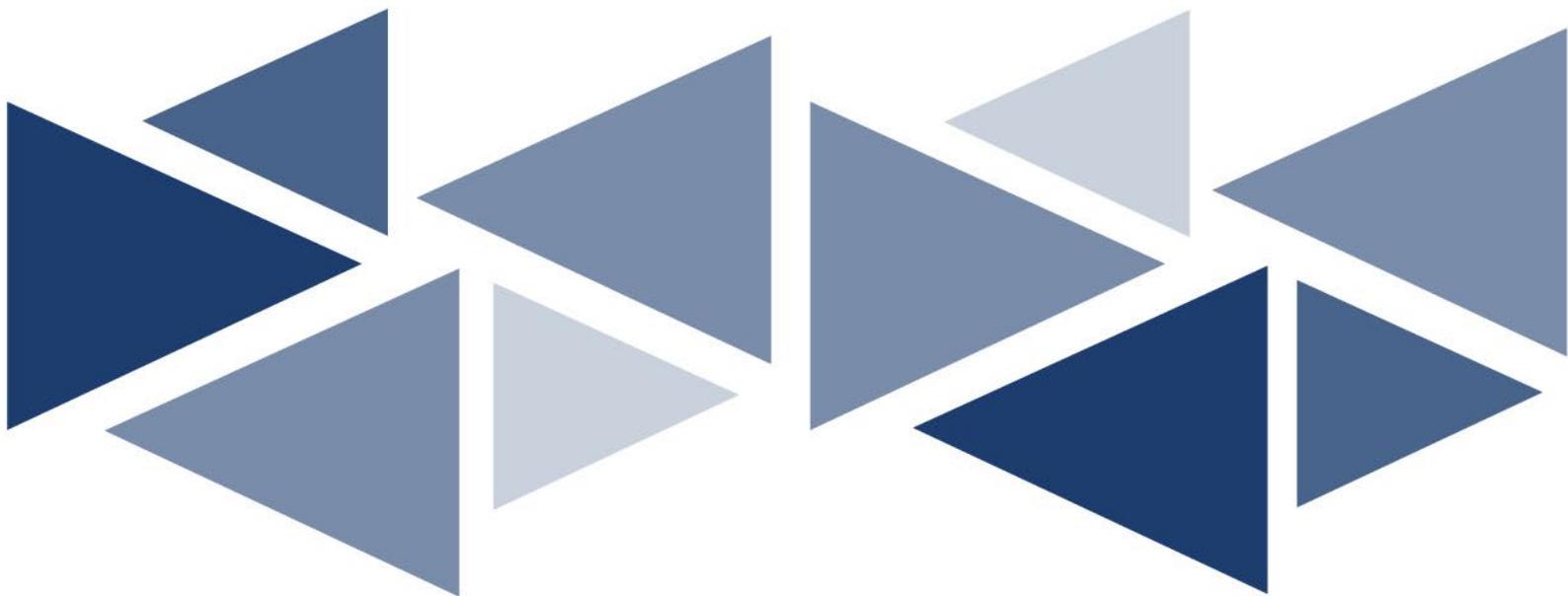


# U.S. Medical School Space Planning and Management Team Survey

AAMC Group on Institutional Planning (GIP)  
Subcommittee on Facilities Planning and Space  
Management



# U.S. Medical School Space Planning and Management Team Survey

AAMC Group on Institutional Planning (GIP)  
Subcommittee on Facilities Planning and Space  
Management

December 2024

**This report was created by the GIP Subcommittee on Facilities Planning and Space Management, and AAMC's Medical School Operations team in Fall 2024. It is intended to understand and inform the composition, roles, and responsibilities of space planning teams at U.S. medical schools. The data is intended for members of the Group on Institutional Planning (GIP) and AAMC Medical School Operations staff.**

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### **Acknowledgments**

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Peg Brown  
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Alexander Geboy, MS  
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Association of American Medical Colleges

# U.S. Medical School Space Planning and Management Team Survey

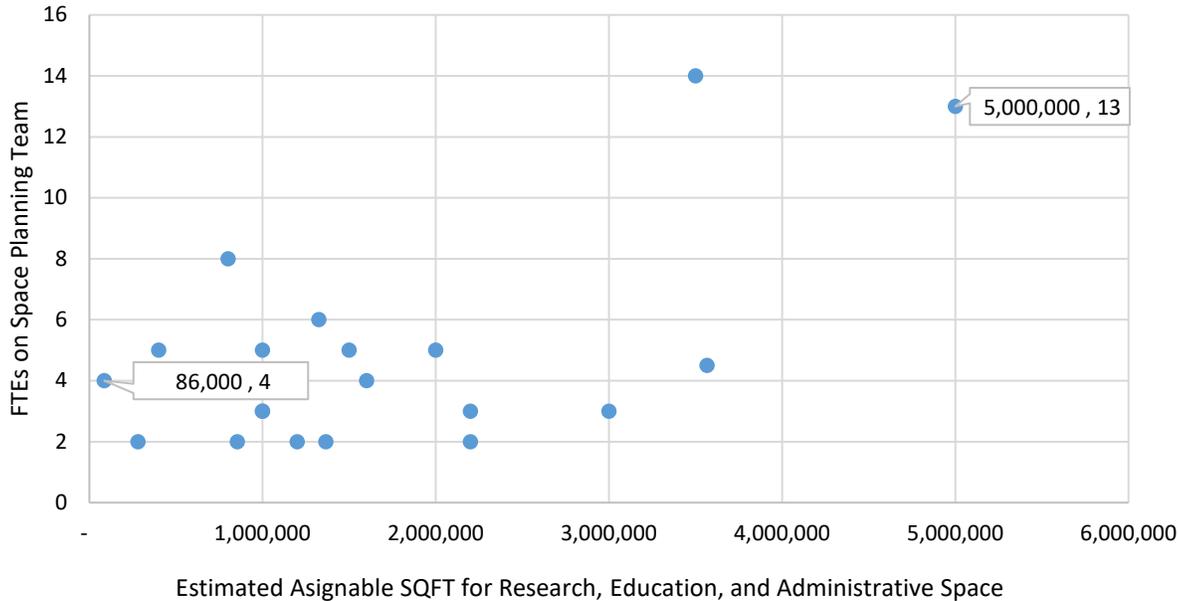
## U.S. Medical School Space Planning and Management Team Survey

The Medical School Space Planning and Management Team Survey was conducted by the AAMC and in collaboration with the Group on Institutional Planning (GIP) Facilities Planning and Space Management Subcommittee. It was created to understand and inform the composition, roles, and responsibilities of space planning teams at U.S. medical schools.

A total of 99 GIP principal contacts were invited, and 25% (n=25) of participants completed the survey, with 40% (n=10) representing private schools and 60% (n=15) representing public schools.

Q1 & 2: What is the size of your medical school campus (estimated assignable square feet for research, education, and administrative space only)? How many FTEs are on your space planning team?

**Medical School Space Planning & Management Team,  
FTEs and Assignable SQFT**



Minimum reported SQFT: 86,000 asf  
Maximum reported SQFT: 5,000,000 asf

Minimum FTE count: 2  
Maximum FTE count: 14

# U.S. Medical School Space Planning and Management Team Survey

Additional comments:

- No single FTE for the SOM, but rather assigned duties for the Office of the Dean and the Space Utilization Committee.
- Central University has assigned duties to University Architect and their team; with five FTEs there are a lot of caveats and complexities.

Q3. Space planning and management team titles.

<p><b>Facilities &amp; Space Management</b></p> <p>Assistant Dean for Facilities Administration and Projects  Assistant Director of Space and Facilities Administration  AVP of Facilities Portfolio Management  Facilities Coordinator  Facilities Management and Planning  Facilities Management Specialist I  Facilities Specialist  Facilities Strategic Planner  Facility Operations Specialist  Manager Space and Utilization  Program Director of Facilities Planning  Project Coordinator for Space and Facilities Administration  Project Manager for Space and Facilities Administration  Senior Director of Facilities  Space Planning Project Manager  VP of Facilities</p>
<p><b>Real Estate and Capital Planning</b></p> <p>Associate Director of Capital Planning and Space Management  Senior/Director of Capital and Facilities Planning  Program Director of Real Estate Operations  Real Estate Program Specialist</p>
<p><b>Architecture &amp; Construction</b></p> <p>Architectural Construction Manager  Associate Director of Design, Drafting, and Construction  CAD Operator</p>
<p><b>Leadership: Academic &amp; Executive Roles</b></p> <p>Associate Dean for Planning and Business Affairs  Associate Dean for Research and Chair of Research Space Committee  Executive Director for Research Facilities  Senior Director Health Sciences Planning  Senior IT Systems Administrator (Space Database Admin)</p>

# U.S. Medical School Space Planning and Management Team Survey

<b>Other Specialized Roles</b>
Assistant Director of Emergency and Safety
Interiors Manager
Principal Interior Project Manager
Safety Technician II
Signage and Wayfinding Manager

Note: The table above contains a representative sample of the unique titles provided. Additionally, there were 10 different “director” title variations, 8 different “senior space planner” title variations, 7 different “space planner” title variations, 6 different “facilities manager” variations, and 5 different “executive director” title variations. Project manager, coordinator, facilities coordinator/other, and assistant director each had 4 distinct title variations. Senior facilities planner, senior director, and dean each had 3 distinct title variations. And finally, signage and wayfinding, and events coordinator each had 2 distinct title variations.

# U.S. Medical School Space Planning and Management Team Survey

Q4. For each of the following responsibilities, please select the space planning and management team that is accountable. (Please check all that apply)

	Department	Medical School	University	Not Applicable
<b>Master planning</b> (i.e., comprehensive framework for future development of a campus)	17%	67%	71%	71%
<b>Strategic planning</b> (i.e., two-to-five-year facilities plan to achieve specific objectives)	29%	100%	58%	58%
<b>Capital projects (&gt;\$1M)</b> (i.e., complex construction projects that require higher governance approval such as a Board of Regents)	13%	75%	79%	79%
<b>Capital projects (&lt;\$1M)</b> (i.e., small to medium size construction projects)	33%	92%	54%	54%
<b>Lease management</b> (i.e., administration and oversight of all leased properties and spaces)	17%	58%	67%	67%
<b>Principles/guidelines concerning space management</b> (i.e., established rules or standards such as emeriti faculty not having independent lab space)	17%	92%	38%	38%
<b>Space</b> (i.e., planning, survey, metrics, analysis, and workplace management such as office assignments)	33%	88%	38%	38%
<b>System-wide space oversight</b> (i.e., comprehensive management and supervision of research, education, and administrative space only)	17%	88%	46%	46%
<b>Interior design services</b> (i.e., those focused on designing the built environment)	13%	71%	54%	54%
<b>Other</b>	0%	13%	4%	4%

Other responses:

- Note that the SOM works with and through the Central University/Main Campus Facilities, Planning, Design and Construction Group.
- Project Implementation, Signage, Lease management, Building Management
- At my campus, all departments are part of the medical school, which is part of the university. I have responded with the understanding that " Department: signifies the specific space planning department.
- Workplace Services (MAC/ workforce planning/ wellness and amenity space planning, signage, etc.).

# U.S. Medical School Space Planning and Management Team Survey

Q5. Titles per responsibility of accountable team members:

## Master Planning

### Facilities, Space Management & Planning

Assistant Dean for Facilities Administration & Projects  
 Associate Dean, Director of Facilities & Space Planning  
 Associate Dean for Planning  
 Associate Director, Capital Planning & Space Management  
 Director of Capital and Facilities Planning  
 Director Space Management  
 Director of Space Planning  
 Executive Director Space  
 Manager, Space and Utilization  
 Program Director, Facilities Planning  
 Project Manager Space and Facilities Planning  
 Planning Design and Construction  
 Senior Associate Dean for Research  
 Senior Director Health Sciences Planning  
 Sr. Director, Medical School Facilities  
 University Facilities  
 VP Facilities

### Architecture and Construction

Architectural Construction Manager  
 Assoc Director Design/Drafting/Construction  
 Campus Architect (University)  
 Campus Architect/AVC of Planning and Design  
 University Architect

### Leadership: Administrative (Deans, Provosts, etc.)

Assistant VP for Health Science Capital Programming  
 COO, Medical School  
 Dean of Medicine  
 Executive Dean  
 Provost  
 Research Dean  
 Senior Director  
 Sr. Associate Dean Operations  
 Strategic Operations Director  
 SVP, Research  
 Vice Dean of Education  
 Vice Dean of Finance/CFO  
 Vice Dean for Research

# U.S. Medical School Space Planning and Management Team Survey

SOM Level Office of the Dean
<b>Real Estate</b>
Real Estate Team

## **Strategic Planning**

<b>Facilities, Space Management &amp; Planning</b>
AVP, Facilities Portfolio Management Director of Capital and Facilities Planning Director of Facilities & Space Planning Director of Facilities and Operations Director of Facilities Planning Director of Space Planning Director Space Management Executive Director, Planning & Facilities Executive Director Space Medical center and University facilities related groups Project Manager Space and Facilities Planning Senior Director Health Sciences Planning SOM Director of Planning & Facilities Sr. facilities planner University Facilities, Planning Design and Construction Associate Director, Capital Planning & Space Management
<b>Architecture and Construction</b>
Architectural Construction Manager Assoc. Director Design/Drafting/Construction Campus Architect/AVC of Planning and Design University Architect
<b>Leadership: Deans, Vice Deans, and Academic Executives</b>
Assistant Dean for Administration & Finance Associate Dean for Strategy Associate dean Dean of Medicine Dean of each School at the University Dean School of Medicine Executive Dean Research Dean Sr. Associate Dean Operations Senior Vice Dean SVP of Research Vice Dean of Education Vice Dean of Finance/CFO

# U.S. Medical School Space Planning and Management Team Survey

Vice Dean for Research

## **Other Leadership and Groups**

Assistant VP for Health Science Capital Programming  
 CFO  
 Chief Operating Officer  
 COO  
 Department Chairs / Program Directors  
 Director of Research Administration  
 Medical center C Suite  
 Medical School + University COO  
 Other non-Space Management Executives  
 President  
 Strategic Operations Director  
 University Finance and Facilities Leadership

## **Capital projects >\$1M**

### **Facilities, Space Management & Planning**

Assistant VP for Health Science Capital Programming  
 AVP, Facilities Portfolio Management  
 Director of Capital and Facilities Planning  
 Director of Facilities Planning  
 Director of Space Planning  
 Director Space Management  
 Executive Director, Planning & Facilities (College)  
 Executive Director of Facilities Planning and Management (FPM)  
 Facilities Development Design and Construction Director  
 Program Director, Facilities Planning  
 Project Manager FPM  
 Project Manager Space and Facilities Planning  
 Senior Director Health Sciences Planning  
 Senior Planner  
 Sr. Director of Facilities Projects  
 University Capital Project Management  
 University Facilities, Planning Design and Construction  
 Associate Director, Capital Planning & Space Management

### **Architecture and Construction**

Architectural Construction Manager  
 Assoc Director Design/Drafting/Construction  
 Campus Architect/AVC of Planning and Design  
 Project Architect (University)  
 University Architect

# U.S. Medical School Space Planning and Management Team Survey

## **Leadership: Deans, Vice Deans, and Academic Executives**

Associate dean  
Assistant Dean for Administration & Finance  
Assistant Dean for Facilities Administration & Projects  
COO  
Dean  
Dean of Medicine  
Executive Dean  
Provost  
President  
Senior Associate Dean for Research  
Sr. Associate Dean Operations  
Vice Dean of Finance/CFO

## **Other Leadership and Groups**

Academics & Research Site Controller (parent health system's Finance Dept)  
Capital projects team  
Executive Director  
Other non-Space Management Executives  
Senior Director

## **Capital projects <\$1M**

### **Facilities, Space Management & Planning**

Assistant VP for Health Science Capital Programming  
Associate Director, Capital Planning & Space Management  
Director of Capital and Facilities Planning  
Director of Facilities and Operations  
Director of facilities & space planning  
Director of Space Planning  
Director Space Management  
Executive Director of Facilities Planning and Management (FPM)  
Executive Director Space  
Facilities Development Design and Construction Director-led team (not space planning team)  
Program Director, Facilities Planning  
Project Manager (University FM)  
Project Manager FPM  
Project Manager, Planning & Facilities (College)  
Project Manager Space and Facilities Planning  
Senior Director Health Sciences Planning  
Senior Facilities Planner  
Senior Planner

# U.S. Medical School Space Planning and Management Team Survey

SOM Director of Planning & Facilities  
Sr. Director of Facilities Projects  
University Facilities, Planning Design and Construction

## **Architecture and Construction**

Assoc Director Design/Drafting/Construction  
Architectural Construction Manager  
Campus Architect/AVC of Planning and Design  
University Architect

## **Leadership: Deans, Vice Deans, and Academic Executives**

Associate dean  
Assistant Dean for Administration & Finance  
Assistant Dean for Facilities Administration & Projects  
COO  
Dean of Medicine  
Executive Dean  
Provost and School of Medicine Dean  
Senior Associate Dean for Research  
Sr. Associate Dean Operations  
Vice Dean  
Vice Dean of Finance/CFO

## **Other Leadership and Groups**

Academics & Research Site Controller (parent health system's Finance Dept)  
Capital projects team  
Department Representative  
Dept Administrator  
Executive Director  
Other non-Space Management Executives  
Senior Director

## **Lease Management**

### **Facilities, Space Management & Planning**

Assistant VP for Health Science Capital Programming  
AVP, Facilities Portfolio Management  
Director of Capital and Facilities Planning  
Director of Facilities and Operations  
Director of Facilities Planning  
Director of Real Estate (University)  
Director of Real Estate  
Director of Space Planning  
Director of facilities & space planning  
Executive Director of Research Facilities

# U.S. Medical School Space Planning and Management Team Survey

Operations and administration team  
 Program Director, Real Estate Operations  
 Real Estate Coordinator  
 Real Estate Development team (not space planning team)  
 Senior Director Health Sciences Planning  
 University REO  
 University's Facilities Planning Design and Construction  
 VP Facilities  
 Assistant Director Leasing

## **Architecture and Construction**

Assoc Director Design/Drafting/Construction  
 Architectural Construction Manager  
 University Architect

## **Leadership: Deans, Vice Deans, and Academic Executives**

Associate Dean  
 Associate Dean for Administration & Finance  
 Associate Dean for Planning and Business Affairs  
 Assistant Dean for Facilities Administration & Projects  
 COO, Medical School  
 Dean of Medicine  
 Executive Director of Research Facilities  
 Vice Dean of Finance/CFO

## **Other Leadership and Groups**

Centralized  
 Department/Operational Leaders  
 General Counsel  
 Office of the Dean  
 Other non-Space Management Executives  
 Regional Network Administration (parent health system)

## **Principles & Guidelines**

### **Facilities, Space Management & Planning**

Assistant VP for Health Science Capital Programming  
 AVP, Facilities Portfolio Management  
 AVP of Campus Planning  
 Director of Capital and Facilities Planning  
 Director of Facilities and Operations  
 Director of Facilities Planning  
 Director of facilities & space planning  
 Director of Space Planning  
 Director of Space Planning

# U.S. Medical School Space Planning and Management Team Survey

Executive Director  
 Executive Director, Planning & Facilities (College)  
 Executive Director Space  
 Facilities planners  
 Manager Space and Utilization  
 Program Director, Facilities Planning  
 Project Manager Space and Facilities Planning  
 Senior Director Health Sciences Planning  
 SOM Director of Planning & Facilities  
 University Facilities, Planning Design and Construction

## Architecture and Construction

Assoc Director Design/Drafting/Construction  
 Architectural Construction Manager  
 University Architect

## Leadership: Deans, Vice Deans, and Academic Executives

Associate Dean  
 Assistant Dean for Administration & Finance  
 Assistant Dean for Facilities Administration & Projects  
 COO, Medical School  
 Chief Operating Officer  
 Dean of Medicine  
 President and Dean  
 President  
 Provost  
 Research Dean  
 Senior Associate Dean Operations  
 Senior Associate Dean for Research  
 Vice Dean  
 Vice Dean of Education  
 Vice Dean of Finance/CFO  
 Vice Dean for Research

## Other Leadership and Groups

Managed by the College or other overarching entities (i.e., medical center, UNIV)  
 Other non-Space Management Executives

## Space

### Facilities, Space Management & Planning

Assistant Director  
 Assistant Director Leasing  
 Assistant VP for Health Science Capital Programming  
 AVP, Facilities Portfolio Management

# U.S. Medical School Space Planning and Management Team Survey

AVP of Campus Planning  
Department Facilities Representatives  
Director of Capital and Facilities Planning  
Director of Facilities and Operations  
Director of Facilities Planning  
Director of facilities & space planning  
Director of Space Planning  
Director Space Management  
Executive Director, Planning & Facilities (College)  
Executive Director Space  
Facilities Information Manager  
Facilities planners  
Manager Space and Utilization  
Program Director, Facilities Planning  
Program Director, Real Estate Operations  
Project Manager Space and Facilities Planning  
Senior Director  
Senior Director Health Sciences Planning  
Senior Associate Dean Operations  
Senior Vice Dean of Research (for research space)  
Senior Dean of School of Medicine (for education space)  
SOM Director of Planning & Facilities  
SOM Space Utilization Committee  
Space Planning Analyst  
University Facilities, Planning Design and Construction

## **Architecture and Construction**

Assoc Director Design/Drafting/Construction  
Architectural Construction Manager  
Campus Architect/AVC of Planning and Design  
University Architect

## **Leadership: Deans, Vice Deans, and Academic Executives**

Associate Dean  
Associate Vice President for Strategic Health Initiatives  
Assistant Dean for Administration & Finance  
Assistant Dean for Facilities Administration & Projects  
Chief Operating Officer  
Dean  
Dean of Medicine  
Dean for administration and finance  
Dean's (College) Executive Director  
Senior Associate Dean for Research

# U.S. Medical School Space Planning and Management Team Survey

Vice Dean  
Vice Dean for administration and finance  
Vice Dean of Education  
Vice Dean of Finance/CFO  
Vice Dean for Research  
University COO  
COO, Medical School

## **Other Leadership and Groups**

Managed by the College  
Other non-Space Management Executives  
Department Managers

## **System-wide space oversight**

### **Facilities, Space Management & Planning**

Assistant VP for Health Science Capital Programming  
Associate Director, Capital Planning & Space Management  
Director of Capital and Facilities Planning and Project Manager Space  
Director of Facilities and Operations  
Director of Facilities Planning (Med School coordinate campuses)  
Director of Space Planning  
Director Space Management  
Executive Director  
Executive Director, Planning & Facilities (Colleges)  
Executive Director Space  
Facilities planners  
Facilities Planning and Space Manager  
Manager Space and Utilization  
Provost  
Senior Director  
Senior Director Health Sciences Planning  
Senior Associate Dean Operations  
Space Committee's Advisory to the Dean's (College)  
Space Planning Analyst  
University Facilities, Planning Design and Construction  
University Campus Planning  
University level staff

### **Architecture and Construction**

Assoc Director Design/Drafting/Construction  
Architectural Construction Manager  
AVC of Facilities Management  
Campus Architect/AVC of Planning and Design

# U.S. Medical School Space Planning and Management Team Survey

University Architect
<b>Leadership: Deans, Vice Deans, and Academic Executives</b>
Associate Vice President for Strategic Health Initiatives
Chief Operating Officer
Chief of Staff
COO, Medical School + University COO
Dean of Medicine
Executive Director, Planning & Facilities (Colleges)
Medical center CFO
President
Vice Dean of Finance/CFO
Vice Dean for Research
<b>Other Leadership and Groups</b>
Other non-Space Management Executives

## Interior design services

<b>Facilities, Space Management &amp; Planning</b>
Assistant Director
Assistant Director & Project Coordinator
AVP, Facilities Portfolio Management
Director of Capital and Facilities Planning
Director of Facilities and Operations
Director of Planning and Facilities
Director of Space Planning
Executive Director of Facilities Planning and Management (FPM)
Executive Director of Research Facilities
Executive Director
Facility Manager
Facility Specialist
Interiors Manager
Interior Designer, Facilities Management & Planning
Planning, Design and Construction
Principal Interior Project Manager
Project Manager FPM
Project Manager Space and Facilities Planning
Senior planner
Space Manager
SVP Facilities, Regional Network Administration (parent health system)
Space Planning Analyst
University Facilities, Planning Design and Construction
University Planning, Design, & Construction Office

# U.S. Medical School Space Planning and Management Team Survey

VP Facilities
<b>Architecture and Construction</b>
Assoc Director Design/Drafting/Construction Campus Architect/AVC of Planning and Design Contracted Design Teams Medical Center Designers Project Architect (University) University Architect
<b>Leadership and Executive</b>
COO Medical Center University COO
<b>Other</b>
Outsourced Workplace services team

For questions about this report, please contact [gip@aamc.org](mailto:gip@aamc.org).