



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

UAMS ADMINISTRATIVE GUIDE

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SECTION: CAMPUS OPERATIONS

AREA: PARKING OPERATIONS

SUBJECT: PARKING ASSIGNMENTS

PURPOSE

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures concerning the assignment of parking spaces on the UAMS campus. The following procedures will apply in an effort to make assignment of parking spaces as equitable as possible while meeting the critical needs of the UAMS campus.

SCOPE

This policy covers all UAMS employees, faculty and staff and others who utilize campus parking facilities.

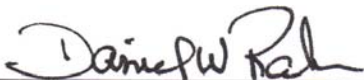
POLICY

Open parking is available at War memorial and various overflow lots in the vicinity. A shuttle service is provided for added convenience. Applications can be submitted for a parking assignment in a controlled lot (assigned lot enforced with decals). The general rule is that all parking is assigned in order by application date. When parking capacity is full in the controlled lots, everyone goes to the waiting list. A UAMS Parking Assignment Committee has been appointed by the Chancellor to serve in an advisory capacity to the Vice Chancellor for Campus Operations and charged with approving any parking assignments that bypass the general waiting list. The Director of the UAMS Parking Operations Department will serve as an *ex officio* member of the Parking Committee. The committee elects its chair from among its membership. Campus parking fees are established by the campus with approval from the University of Arkansas Board of Trustees.

PROCEDURE

1. UAMS employees, faculty or students requesting the assignment of a parking space in one of the campus controlled parking areas must complete an application through the UAMS Department of Parking Operations. Applications can be accessed and processed on-line through the Parking Operations Website. <http://www.uams.edu/parking/>
Requests not accompanied by an application form will not be considered.
2. The general rule is that all parking is assigned in order of application date. When parking capacity is full, applications are placed on the waiting list EXCEPT:

- a. RN – direct inpatient care, including the Emergency Department and Cath lab RNS.
 - b. Faculty Physician – Faculty Group Practice with fringe benefits and direct patient care.
 - c. Non-physician faculty members – all colleges, all ranks considered on equal par.
 - d. Other rare exceptions for senior leadership as approved by Parking Assignment Committee. Special request should be received from cabinet member.
 - e. Other rare exceptions evaluated primarily upon institutional need to meet critical tasks. This includes Reserve Area Parking which should be kept to a minimum to maximize parking availability on campus. Special request should be received from cabinet member.
 - f. Special request received from cabinet members will go on priority waiting list to be reviewed by Parking Assignment Committee quarterly.
3. Applications from the general waiting list will be reviewed by the UAMS Department of Parking Operations.
- a. Applications from individuals with official handicap placards will be evaluated separately;
 - b. Applications for parking from organized car pools are encouraged and will be considered separately. These applications will be given preference over those for individual parking when all other criteria are equal;
4. Only one parking assignment per employee will be approved. Applicants making requests for parking assignments in more than one lot will be denied automatically by the UAMS Department of Parking Operations. A formal appeal can be submitted by a cabinet member to the Director of Parking. The Director will forward for review to the Parking Assignment Committee.
5. Applicants will be notified of parking assignments as space becomes available. The waiting list is posted on the Parking Operations website and can be viewed by applicants to monitor status.

Signature:  _____

Date: May 11, 2011