Parking Request Prioritization

The purpose of this memo is to outline the campus process used by Transportation Services to assign parking and the criteria that will be used by the Division of Student Life (DSL) to prioritize parking assignments for parking. It also contains useful information about how to improve the chances of receiving a parking assignment.

Process: The process for applying for a parking assignment involves the following.

- Individual staff members apply for parking using the procedures and deadlines Transportation Services provides via email at the end of each spring semester. The application deadline for FY3 is June 15. It is highly recommended that four lot options are submitted with the first choice being the lot most desired. The remaining selections should focus on lots with high availability such as: 34, 36, 46, 60, and 76.

- Simultaneously, DSL’s parking requests are submitted in priority order to the Unit Transportation Coordinator who merges it with the divisions that are part of the Chancellor’s unit¹. A unique Priority Number (PN) is assigned to each applicant by the Transportation Coordinator². The PN each person is assigned depends on how many requests there are in the unit. The higher the PN, the higher priority a person has.

- The Unit Transportation Coordinator submits the Chancellor’s unit priority to Transportation Services which merges it with lists from other units via the Priority Percentile Formula: Percentile = 100 - (PN X 100/OTU)³

¹ The Chancellor’s unit includes: Chancellor’s Office, Provost’s Office, VC for Administration’s Office, Diversity and Climate, External Relations (including Communications), Legal Services, Human Resources, Quality Improvement, Secretary of the Faculty/Academic Staff, Equity and Diversity, and Division of Student Life.

² This is done by mirroring the percentile rank a staff member is within their division to that of the unit. For example, if 50 staff members within in the DoSL request parking and a person is 25th on the division’s priority list their percentile is 50%. They would also be given a location roughly equal to 50% for the Chancellor’s unit.

³ Transportation Services Priority Percentile Calculations Policy
http://transportation.wisc.edu/files/PriorityPercentileCalculationsPolicy.pdf
The Priority Percentile Formula is calculated using:

- A three year rolling average of parking offers made to that unit (otherwise known as Offers per Transportation Unit or OTU). The current OTU for the Chancellor’s Unit is 155.

- Priority Number (PN) represents the unique number assigned to each applicant by the Unit Transportation Coordinator.

As an example, assume that a staff person is in the 50% of the DoSL’s priority. Also assume that 175 people applied for parking in the Chancellor’s Unit. Thus they would be assigned a PN around 88 give or take a few places (each person has to have a unique number).

By inserting the information into the formula \(100 - \frac{88 \times 100}{155} = 100 - 56.77 = 43.23\), 43.23 would be the person’s priority percentile. This is the number Transportation Services uses to prioritize that person’s request among all the others across campus. It is difficult to contextualize the rank of a PN given the complexity of the process. However, this is a rule of thumb using information from past years:

- Low = 10 (negative numbers are possible; PNs in this range can still get parking by listing lots with high availability)
- Medium= 40
- High= 70

Parking Assignment: Once all applicants have a priority percentile, Transportation Services assigns parking in rounds. For FY13, applicants who applied in the first round will be notified of their parking assignment on July 16 and must accept that offer by August 9. Beginning August 10th there will be a new round of parking assignments throughout the fiscal year. An application for parking may be submitted at any time of the year.

Criteria for Divisional Parking Prioritization: Each division within the Chancellor’s Unit determines its own priority for staff parking requests. In past years DoSL’s requests have been prioritized using title and years of service to the division followed by other variables including: dependent care, security, length of commute to campus, work schedule, etc. For the past several years, staff members who have requested parking and have provided four possible lot assignments have been accommodated with a parking assignment.

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4 Transportation Services Priority Percentile Calculations Policy
http://transportation.wisc.edu/files/PriorityPercentileCalculationsPolicy.pdf
After much discussion over the past two years, the Central Leadership Team (CLT) in consultation with the Divisional Leadership Team (DLT) has decided to apply the following criteria to for the divisional prioritization of FY13 requests:

- Titles and Years of Service to UW-Madison – Director level and above
- Years of Service to UW-Madison – All titles below Director

Responsibilities: The division’s Human Resources Specialist is responsible for providing the Unit Transportation Coordinator the full name of new staff members so they can apply for parking. New staff members that desire parking have the responsibility to apply once they have a position assignment. Late in each spring semester Department Directors are responsible for submitting a list of the staff members in their department who have requested parking. It is not possible submit a placeholder for vacant positions. The CLT is responsible for prioritizing requests for the division and submitting them to the Unit Coordinator. The CLT is also responsible for reviewing the parking prioritization criteria. The next review will occur in spring of 2015.

Contacts: The Unit Transportation Coordinator for the Chancellor’s Unit is Phillip Braithwaite. You may contact him at 263-0562 or pcbraith@vc.wisc.edu if you have problems applying or have questions about lot availability. Any requests to alter a person’s divisional priority must be approved by the Dean of Students. You may contact Associate Dean Argyle Wade at 890-0341 or argyle.wade@wisc.edu if you have any questions.

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