

ATTACHMENT A: Space Allocation Guidelines

NOTE: The Square Footage Recommendations are taken from the *Council of Educational Facility Planners International* Guidelines.

Senior Administration Offices

- Chancellor: 400 - 450 NASF (Net Assignable Square Footage)
- Provost: 350 - 400 NASF
- Vice Chancellors: 180 - 225 NASF
- Deans/Associate/Assistant Chancellors: 175 - 200 NASF
- Chairs/Department Heads/Directors: 150 - 180 NASF

Faculty Offices

- Faculty should not have more than one office on the same campus
- Whenever possible, faculty offices should be single offices
- Part-time faculty and per course lecturers should be housed in shared offices with at least one other person.
- Emeritus faculty who still carry teaching loads and/or advise graduate students may keep a single office, when possible. Other emeritus faculty should share an office or hoteling space, when possible.
- Faculty offices should be in the range of 120 - 140 NASF. In some cases room sizes may fall outside of this range due to current building configurations. Faculty in disciplines that do not require additional research space may be provided with offices larger than the range, when possible.
- Faculty offices shall be assigned in the following priority:

1) Full time faculty

2) Part time faculty/graduate teaching fellows

3) Professor emeriti

4) Visiting Scholars

5) Graduate Students

Staff Offices

- Staff should not have more than one office on the same campus; in certain cases hoteling arrangements may be made.
- Staff offices may be private, shared, or open landscape, as appropriate. Clerical and secretarial staff spaces should be in the range of 60 - 120 NASF. Specific

allocations will depend on duties of the individual. Offices for administrative staff that require private offices should be in the range of 120-140 NASF.

Departmental Space

- Department spaces typically include chair/director's office; administrative and clerical support space; copy/file/mail/work rooms; break rooms; commons; and conference rooms. The need and size of these shall be assessed on a case-by-case basis.

Graduate Student Offices

- Graduate students who are supported through either teaching or research assistantships should be provided with desk space in shared offices.
- Graduates students should be assigned between 45 - 60 NASF.