

Space Guidelines

These guidelines serve as a basis for determining space need and reflect the standards that should be achieved in new construction. Since some campus buildings were not built to these guidelines, it may be necessary for space assignments to vary from the allotted square footage. Working within existing building layouts and minimizing the need for renovations, these guidelines should be met to the best ability. Not all professional staff require private offices. Sharing an office, provided there is adequate square footage, by two or more professional staff is acceptable and encouraged. Conference and support space is considered a shared resource and, as such, may be shared between multiple departments.

<u>Administrative Positions</u>	<u>NSF</u>
Vice President	320
Assistant Vice President	240
Dean	240
Associate Dean	180
Assistant Dean	180
Chairperson's Office	180
Director's Office	160
Associate Director's Office	140
Assistant Director's Office	120
Secretary	100
Administrative Assistant	120
Administrative Office	120
Data Processor	80
<u>Faculty/Instructional Positions</u>	
Faculty	120 per FTE (FTE should be rounded up to nearest .25)
Bartle Office	120 per Bartle professor assigned as UDS
Emeritus Faculty	0 accommodated by assignment of existing TA, Adjunct or Faculty
Adjunct	120 per FTE (FTE should be rounded up to nearest .25) (no more than 4 per office)
Distinguished Professor	120 per FTE
TA/GA	60 per funded TA/GA
<u>Conference/Computer Rooms</u>	
Conference Rooms	20 per seat
Computer Rooms	30 per seat
<u>Support Space</u>	
Reception/Waiting Area	20 per seat
Mailroom/Duplicating	120
Work Room/File Room	120
Resource Room	180
<u>Research</u>	
Organized Research	Based on funded positions and functional needs
Departmental Research	Will be verified with Sponsored Funds Administration