



# Policies and Procedures

Policy No.: 3025, Rev.: Revision A (Office Space Guidelines)

**Policy Title:**  
**Office Space Guidelines**

**Policy No.: 3025 Rev.: Revision A**  
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**Responsible Office:** Office of Facilities  
**Responsible Official:** Chief Facilities Officer-Associate Vice President of Facilities

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## **Scope**

Optimizing current and future office space ensures that, as an institution, the University of New Haven uses these important physical resources effectively.

## **Policy Statement**

*Office Space Guidelines referenced are the square foot ranges that are provided to accommodate the varying programmatic needs of positions across the University, following space guidelines from other higher education institutions and the private sector.*

## **Reason for the Policy**

The purpose of this policy is to provide consistency and equity of space assigned consistent with positional responsibilities and programmatic requirements.

## **3025 Space-per-Person Recommendations**

The following table shows the recommended assignable square footage for a person by position type. The recommendations based on recent construction projects at the University and on space guidelines from other higher education institutions and the private sector. These guidelines are not a guarantee that an employee or affiliate of the University will receive a specific office type or amount of square feet, but rather defines the maximum net assignable square feet (NASF) a person in a specific role should occupy. Net assignable square feet is defined as the area of a building suitable for occupancy measured from the interior walls, including closets and secondary corridors within assignable space. This excludes main corridors, bathrooms, and other non-assignable space.

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### **3025.1 Square Footage Ranges**

The square footage ranges are provided to accommodate the varying programmatic needs of these positions across the University. For example, a unit may assign an office on the smaller end of the square footage range to a person who is more likely to spend time working in a research lab than in an office. Conversely, a person may be assigned an office on the upper end of the range to accommodate frequent meetings with multiple individuals.

### **3025.2 Applying the Guidelines in Shared Spaces**

The recommended square footages of shared spaces specify the total amount of office space that should be dedicated to any one person. They do not necessarily indicate the actual size of the office or workspace. For example, a department should designate a cumulative 120-256 square feet for four temporary employees (30-64 square feet per person); this space may or may not accommodate all four persons simultaneously.

## 3025.3 Table

Types of Room Occupants	Space Type	Recommended NASF per Person
<b>Executives</b>		
President	Private Office	400
Vice President	Private Office	300
<b>Academic Units</b>		
Provost	Private Office	300
Associate Provost	Private Office	240
Dean	Private Office	240
Associate or Assistant Dean	Private Office	160
Department Chair	Private Office	100-160
Faculty, Tenure Track	Private Office	100-160
FT Faculty, Non-Tenure Track	Private Office, Shared Office, or Cubicle	80-100
FT Faculty, Consulting or Visiting <sup>1</sup>	Shared Office or Cubicle	80
Faculty, Emeritus (active)	Private Office, Shared Office, or Cubicle	64-100
PIR's	Shared Workstation, 2 Per Station Recommended	
Faculty on Retirement Phase-Out	Shared Space Whenever Possible	
Fellow, Lecturer, Research Assoc., Visiting Scholar <sup>2</sup>	Shared Office or Cubicle if available	80
Unit Administrative Manager	Private or Shared Office	80-100
Staff, Professional (full-time)	Private or Shared Office, or Cubicle	64-100
Staff, Professional (part-time)	Shared Office or Cubicle	64 - 80
Staff, Administrative Support (full-time)	Shared Office or Cubicle	64-100
Staff, Administrative Support (part-time)	Shared Office or Cubicle	30-64
Graduate Student Instructor	Shared Office or Cubicle	30-64
Graduate Student Research Assistant	Shared Office or Cubicle	30-64
Temporary or Student Staff	Shared Office or Cubicle as available	30-64
Graduate Assistant	Shared Office or Cubicle as available	30-64
<b>Administrative Units</b>		
Associate Vice President	Private Office	240
Director	Private Office	100-160
Associate or Assistant Director	Private Office	100-140
Manager	Private Office, Shared Office, or Cubicle	80-140
Staff, Professional (full-time)	Private Office, Shared Office, or Cubicle	64-100
Staff, Professional (part-time)	Shared Office or Cubicle	64 - 80
Staff, Administrative Support (full-time)	Shared Office or Cubicle	64-100
Staff, Administrative Support (part-time)	Shared Office or Cubicle	64-80
Temporary or Student Staff	Shared Office or Cubicle as available	30-64

Part-time denotes the room occupant is 50% FTE or less. If the occupant is more than 50% FTE, it is recommended to follow the guidelines for a full-time room occupant. Active Emeritus Faculty denotes the room occupancy is 50% FTE or more involved with teaching or UNH grant activity. 1=Direct, active role for the full academic year. 2=Without teaching or institutional research responsibilities.

## **3025.4 Private Offices**

Private offices are necessary for many positions at the University. The size of the office varies depending on the type of work and the need to meet with individuals or groups frequently and in a private setting in other than common conference space. These spaces should be able to accommodate a desk, files, bookshelves, and space to meet with an additional one to six people. NOTE: A private office may be established using portable wall systems with a minimum height of 84 inches.

The following positions would, in most cases, require private offices:

### **Executive**

- President

### **Academic**

- Provost
- Associate Provost
- Dean
- Department Chair
- Associate or Assistant Dean
- Tenure Track Faculty FT

### **Administrative**

- Vice President
- Associate Vice President
- Director
- Associate or Assistant Director

Some positions in a unit or department may require private office space, while a person with similar duties in another unit or department may not. The following positions should be allocated private office space on a case-by-case basis:

### **Academic**

- FT Faculty, non-tenure track
- Staff, Professional (full-time)

## **Administrative**

- Manager
- Staff, Professional (full-time)

## **3025.5 Shared Offices and Cubicles**

Shared offices, cubicles, and open workspaces are an efficient use of office space. Shared offices should be assigned to individuals who require a limited amount of privacy or reduced noise levels. Cubicles and open workspaces are particularly space-efficient, flexible, and can accommodate additional guests as needed.

The following positions would, in most cases, be assigned a shared office, cubicle or open workspace depending on availability:

## **Academic**

- Staff, Administrative Support (full-time)
- Staff, Professional (part-time)
- Non Tenure Track Faculty FT
- Faculty, Visiting
- Faculty, Consulting
- Fellow, Lecturer, Research Assoc.,
- Visiting Scholar
- Staff, Administrative Support (full-time)
- Staff, Administrative Support (part-time)
- Staff, Professional (part-time)
- Graduate Student Instructor
- Graduate Student Research Assistant
- Temporary or Student Staff

## **Administrative**

- Staff, Administrative Support (part-time)
- Staff, Administrative Support (full-time)

## **3025.6 Special Circumstances**

### **Multiple Offices**

Assignment of multiple offices for faculty and staff is strongly discouraged, unless there is a true demonstrated need. Faculty with joint appointments and persons with staff in

multiple buildings may be assigned a secondary office, provided it is not located within the same building as the primary office. A secondary office can be shared or private; however, it should be smaller than the primary office. A size of 80 to 100 square feet is recommended.

All decisions related to multiple offices should be made on a case-by-case basis subject to approval by the FPC.

### **Use of Unoccupied Offices**

One significant way to reduce the shortage of office space is to ensure that all offices are occupied throughout the year. When offices are left unoccupied for significant periods of time, such as during sabbaticals or other leaves, units and departments should use these spaces to alleviate any pressing space needs.

### **Emeritus Faculty Offices**

Emeritus faculty may be provided shared offices, if space is available within a unit, as long as they remain engaged in unit activities. These shared offices are intended to allow an individual to maintain contact with their unit, discipline and colleagues.