

Office Standards

Revised: June 30, 2003

Deans ¹	300 NASF
Executive Directors ¹	250 NASF
Directors ¹	190 NASF
Assistant/Associate Deans ¹	190 NASF
Chair/Department Head	190 NASF
Assistant/Associate Directors ¹	150 NASF
Faculty Offices	140 NASF
Faculty Offices in Module C disciplines ²	170 NASF
Part-time Faculty ³	70 NASF
Professional Staff Offices	125 NASF
Support Staff in cubicles in open space	100 NASF
Teaching Assistants/Graduate Assistants ⁴	45 - 50 NASF
Students ⁵	25 NASF
Conference Room	20 NASF/FTE
Service space	20% of total NASF

Footnotes:

¹ The Department of Facilities Planning's in-house recommendations for use in developing programmed needs. All other standards comprise a "standard" office module per USMO, Office of Capital Planning.

² Faculty in disciplines who perform research in offices (not in a separate research lab), e.g., business, computer science, education, library science, math, and social science.

³ Assume shared office space, e.g., two part-time faculty share one 140 NASF office.

⁴ Assume GA's are grouped together in open offices areas. The standard NASF per TA/GA includes internal circulation space within the open office area.

⁵ Assume students are grouped together in either GA/TA offices or within existing support staff offices with an occupancy rate of 50%.

Note: Per USMO, Office of Capital Planning: The office space guideline allowance of 166 NASF/FTE should be used for programming space needs. The above standards can be modified within reason to fit a situation given the calculation does not exceed the approved space guideline allowance of 166 NASF/FTE. USMO suggested to the State that we may exceed the guidelines with program justification.