



Title:	Guidelines for Space Allocation
Effective Date:	10/01/2015
Approved By:	President's Council
Responsible Party:	Director of Facilities
History:	

I. PURPOSE:

Space is a limited University resource and, consequently, it must be managed responsibly and in a way that promotes the advancement of the University's mission and its strategic priorities. Flexibility needs to be maintained in order to address changes in function, curricula, programs, and technologies. Accordingly, a comprehensive framework for assignment and management of space, including office space, has been established to achieve best utilization and respond to current and emerging University needs.

The purpose of this policy is to provide consistency and equity of space assigned consistent with positional responsibilities and programmatic requirements. This document provides general guidelines for the allocation of office space within all Colleges and Departments on the University's campuses. "Office space" includes offices, office service, and conference rooms specifically assigned to support the University's academic (instructional and research), administrative, and service functions.

II. DEFINITIONS:

College/Department: Broadly defined for this purpose as any operating entity within the University. This can include a program, a center, or an institute.

Office: A space housing faculty, staff, or students working at one or more desks, tables, or workstations configured as a private office, shared office, or open office with or without cubicles.

Private office: An enclosed work space for one person, suitable for activities which are confidential, demand a high level of concentration or include small private meetings.

Shared office: An enclosed work space for two or more people.

Open Office: An open work space for more than two people with or without cubicles.

Cubicle: A semi-enclosed work space for one or more individuals within an open office.

Workstation: A work space for one or more individuals typically without partition walls and within an open office.

Office Service: A space that directly serves an office or group of offices as an extension of the activities in those spaces. Office service rooms include, but are not limited to, file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, closets, private restrooms not available to the public, records rooms, department mail rooms, office supply rooms, student counseling rooms and testing rooms, and open and private circulation areas.

Conference Room: A space serving one or more Colleges/Departments and used primarily for staff meetings and University-related meetings and /or activities. A conference space is typically equipped with tables, chairs, and technology related equipment, and is principally used for activities other than scheduled classes.

III. POLICY

The University operates in a dynamic environment. To be successful, it must be able to use its resources flexibly to not only create change, but also adapt to it. To that end, space cannot be assigned permanently, or for an indefinite period of time to any one individual, program, department, or College. Space may require reallocation based on need, productivity, or when the priorities of the, program, College, and/or University change. The Provost has the authority to assign space for academic University initiatives which may be thematic and cross-Colleges or Departments, consistent with University priorities. Non-academic space will be assigned by the Vice President of Administration, with input from the appropriate Department Head/supervisor.

PRINCIPLES:

- Office space, like all space, is a University property that will be allocated to a given College/Department, as available, in a manner that best advances University priorities. No College/Department “owns” the space to which it has been allocated.
- Office space allocations are made to Colleges/Departments - not to specific individuals.
- Office space, like all University space resources, should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals.
- Each College/Department should manage its office space needs within the space to which it has been allocated at any given time.
- Existing office space should be used to maximum functionality and efficiency.
- Shared office and open office arrangements are encouraged whenever possible to efficiently use the University’s limited space.
- Conference rooms and office service spaces are encouraged to be shared among Colleges/Departments to maximize space utilization.
- Office space that has been allocated to a College/Department can be reassigned to another College/Department in response to University needs and priorities.
- Office space vacated due to a substantial reduction in program size, reduction in workforce, or program elimination reverts back to the University space pool. The Provost and Vice President

of Administration are responsible for ensuring that a process for reassignment of vacant space is established.

- Office space vacated due to a College/Department relocation to another building, floor, or suite reverts back to the University space pool.
- The University is committed to ensuring that allocated spaces are functional in a consistent and reasonable manner with regard to issues such as functional HVAC, appropriate furnishings, access to appropriate technology, etc.

GUIDELINES FOR ALLOCATION OF OFFICE SPACE

- In general, the office space allocation priorities are as follows:
 - (1) Faculty (tenure and non-tenure track) with FTE between 1.0 and .75, research faculty with FTE between 1.0 and .75, and administrative/professional staff with FTE between 1.0 and .75 and requiring a high level of privacy for working on confidential matters or meeting with students, staff and others;
 - (2) Part-time faculty (FTE less than .75) and visiting faculty, and part-time administrative/professional staff
 - (3) Postdoctoral fellows, graduate students, research assistants, and active emeritus/retired faculty.
- Offices may be private, shared, open, or in cubicles as appropriate and available.
- Offices will be assigned based on need, availability, and suitability for the intended use.
- Assignment of multiple offices for faculty and staff is generally not permitted unless there is a true demonstrated need. Under certain circumstances, a faculty or staff member may be assigned a secondary office (ideally in a shared arrangement), provided it is not located in the same building/campus as the primary office. A secondary office can be shared or private; however, it should be smaller than the primary office. All decisions related to multiple offices will be made on a case-by-case basis and require the approval of the appropriate Vice-President/Dean in consultation with the Provost.
- Part-time faculty (less than .75 FTE), post-doctoral fellows, graduate students and part-time administrative/professional staff should be assigned office space in a shared office arrangement.
- Each College/Department should ensure that all offices are occupied. When offices are left unoccupied for significant periods of time, such as during sabbaticals or other leaves, Colleges/Department should use these spaces to alleviate pressing space needs. If an office space remains underutilized for a period longer than one year, the College/Department will be required to provide a justification for maintaining use of the space.
- Emeritus/retired faculty and administrative/professional staff may be provided shared offices, if space is available within a College/Department, as long as they remain engaged in College/Department activities. These shared offices are intended to allow an individual to maintain contact with his/her College, discipline, and colleagues. An emeritus/retired faculty or administrative/professional staff engaged in teaching, research, or volunteering may retain office space at the discretion of the Provost, if space is available.

- When possible, if Colleges/Departments desire to consolidate their space assignments for reasons of adequate interaction and administrative efficiency, contiguous spaces will be provided. However, close proximity cannot be guaranteed depending upon the space and financial resources available at any given time.
- Official space inventory reports recording all office space allocations will maintained by Facilities Management.
- To support an accurate and complete record of space allocations, Colleges/Departments will verify to Facilities Management on an annual basis its office space allocation and names of personnel (and their FTE) assigned to occupy specific rooms.
- The Provost and/or the Vice President of Administration will periodically request Facilities Management to evaluate and analyze the adequacy of a College's or Department's space allocation based upon criteria such as the number and types of personnel, the location, functional layout, and changes in the programmatic needs.
- Office space may not be assigned to non-campus organizations without prior approval from the appropriate Vice President and the Office of the Provost.

ALLOCATION OF SPACE GUIDELINES

Types of Room Occupants		Recommended Space type
Executive	President	Private office
	Provost	Private office
	Vice-President	Private office
	Dean; Associate Vice-President; Vice Provost	Private office
	Department Chairperson; Program Director	Private office
	Associate/Assistant Vice Provost	Private office
	Associate/Assistant Provost	Private office
	Assistant Vice President; Executive Director; Director	Private office
	Chief of Staff	Private office
Faculty	1.0 to .75 FTE	Private office
	< .75 FTE	Shared office; open office; or Workstation
	Visiting Adjunct	Shared office; Cubicle; or Workstation
	Consultant faculty	Cubicle or Workstation
Staff	Manager	Private office
	Professional non-manager, requiring privacy (note 1)	Private office
	Professional, non-manager	Shared office; Open office; Cubicle; or Workstation
	Residents	Shared office; Open office; Cubicle; or Workstation (note 2)
	Service Maintenance Workers; Skilled Craft; Engineering technician	Workstation
Other	Graduate Assistants	Workstation
	Postdoctoral Fellow	Workstation
	Student Organizations	Shared Office; Open Office; Cubicle; or Workstation (note 3)
	Students employees	Workstation
	Contracted Service Provider / Volunteer	Workstation / Cubicle (note 4)

Note 1: Employees with job descriptions requiring regular confidential meetings with students, faculty, or staff and/or the daily handling of confidential personnel or student records

Note 2: The amount of office space for employees in this category is dependent upon the staff category and the job responsibilities.

Note 3: The amount of office space recommended for student organizations varies greatly dependent upon the nature of the organization and their needs.

Note 4: Contracted service providers are typically provided a temporary workstation to conduct university related business. An example of an individual in this category is an auditor.