

## Planning Guidelines for Office Space

### ARM Space Planning and Management

Rev: March 2009

*Space guidelines are used for campus planning and space allocations to deans, vice chancellors, and vice provosts. Actual space assignments may vary due to available building space, floor plan configurations, and the discretion of unit heads (see PPM 360-21).*

Payee Title	Guideline (ASF) <sup>1</sup>	Notes
Dean/Vice Chancellor/Vice Provost	200	Office to accommodate small private meetings
Associate/Assistant Dean/Vice Chancellor	145	
Faculty	130	Includes tenured and non-tenured
Lecturer	130	Part-time lecturers to share an office
Senior Professional	120	E.g., Director, Manager
Professional Staff <sup>2</sup>	100	E.g., MSO, Analyst, Planner, Programmer, Engineer
Administrative Staff <sup>2</sup>	80	
Clerical Staff <sup>2</sup>	64	
Student (paid, part-time)	30	Shared space with other paid students
Emeriti (faculty)	0	Space may be provided if available after paid personnel are accommodated
Non-paid students, readers, etc.	0	Shared space as needed

Common Rooms	Guideline (ASF) <sup>1</sup>
Conference	8 percent of total assigned office space
Office service (e.g., photocopy, supplies)	4 percent of total assigned office space

<sup>1</sup> ASF = assignable square feet

<sup>2</sup> For appointments 50% time or greater