

Summary of Office Space Standards

(Effective January 2020)

Academic Faculty

Title	No more than ft²	Standard Status (FTE)	Room Use Code (Em Standard)	Preferred Office Type
Chair	145	100	31000	Office
Professor	110	100	31000	Office
Associate Professor	110	100	31000	Office
Assistant Professor	110	100	31000	Office
Lecturer	80	100	31002	Modular or Shared Office
Instructor	80	100	31002	Modular or Shared Office

Administrative Faculty

Title	No more than ft²	Standard Status (FTE)	Room Use Code (Em Standard)	Preferred Office Type
Unless Specified	60-110	100	31002	Modular or Shared Office
Assistant/Associate Director or related	130	100	31000	Office
Assistant/Associate Dean or related	145	100	31000	Office
Assistant/Associate Vice President/Provost or related	170	100	31000	Office
Executive Director/Director or related	145	100	31000	Office
Chief/ Dean or related	170	100	31000	Office
Academic Advisors	110	100	31000	Office
Vice President/Provost	200	100	31000	Office
President/EVPP/Senior VP	250	100	31000	Office
Manager	120	100	31002	Office or Modular

Classified

Title	No more than ft²	Standard Status (FTE)	Room Use Code (Em Standard)	Preferred Office Type
Unless Specified	60-110	100	31002	Modular or Shared Office
Executive Assistant	110	100	31000	Office or Modular
Trades	10	100		Modular or Shared Office

Other

Title	No more than ft²	Standard Status (FTE)	Room Use Code (Em Standard)	Preferred Office Type
Unless Specified	0 -100	100	31000	Varies
Student (Shared 3/workstation)	40	0.5	31002	Shared Workstation
Graduate Assistant (Shared 3/workstation)	60	0.5	31002	Shared Workstation
Emeritus	0	0	31002	None
Postdoctoral Scholar	60	100	31002	Modular or Shared Office
Part-Time Instructors/LOAs (Shared 3/workstation)	60	0.5	31002	Shared Workstation
Outside Agency (ie, Aramark, Army ROTC) - based on current avg	247	100	31090	Varies