

Guidelines for Office Space Allocation*

Larner College of Medicine

Effective 3/1/2018

Overview

Optimizing office space ensures that we use these important physical resources effectively. The following guidelines were developed to help the Larner College of Medicine (LCOM) allocate office space and align decisions with benchmarks of existing and future buildings.

LCOM departments/units should refer to these guidelines when planning renovations and office space assignments to ensure greater consistency across the college. LCOM will refer to this document when working with units and architects during the design phase of all new construction or renovations as well as when assessing overall space in each unit.

NOTE: LCOM units with internal space policies or guidelines should ensure that their guidelines align with the information provided in this document.

Space-per-Person Recommendations

The following guidelines contain the recommended assignable square footage for a person by position type. These guidelines are not a guarantee that an employee or affiliate of the LCOM will receive a specific office type or amount of square feet, but rather refer to a range of net assignable square feet (NASF) a person in a specific role might be assigned.

The guidelines will be used when evaluating the total NSF of office space assigned to LCOM departments.

Square Foot Ranges

The square foot ranges are provided to accommodate the varying programmatic needs of these positions across the LCOM as well as the varying sizes of offices in our existing buildings. For example, a unit may assign an office space on the lower 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.

Applying the Guidelines in Shared Spaces

The recommended square footages of shared spaces refer to the total amount of office space that should be assigned to any one person. They do not necessarily indicate the actual size of the office or workspace. For example, a department could designate a cumulative 240 – 320 square feet for four full time non-exempt employees (60 - 80 square feet per person); this space may or may not accommodate all four persons simultaneously.

The following space-per-person recommendations are based on current office sizes at the LCOM and space guidelines from other higher education institutions and developed in collaboration with the LCOM Space Working Group.

<u>Type of Room Occupants</u>	<u>Recommended SF per person</u>
Faculty – Academic, Research	80 – 170
Faculty – Clinical (> 60% effort)	40 – 60
Staff – exempt	70 – 140
Staff – non-exempt	60 – 80
Post Doc – non-lab based	40 - 60

In general, technicians, trainees and temporary positions do not have office assignments.

Private Offices, Shared Offices, and Cubicles

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. These spaces should be able to accommodate a desk, files, bookshelves, and space to meet with some additional people. The following positions would, in most cases, require private offices: Deans, Associate and Assistant Deans, Chairs, Directors, Tenured and Research Faculty and Department Administrators. It is recommended that clinical faculty with more than 60% clinical effort be assigned shared office space.

Shared offices, cubicles, and open workspaces are an efficient use of office space. Shared offices should be assigned to individuals who require a certain 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: Active Emeritus Faculty, non-exempt staff, part time staff.

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 off campus buildings may be assigned a secondary office, usually one of which is shared.

All decisions related to multiple offices should be made on a case-by-case basis and needs the approval of the SAD Research.

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 actively engaged in unit activities. These shared offices are intended to allow an individual to maintain contact with their unit, discipline and colleagues. All instances where an emeritus faculty is assigned a specific individual office space require annual approval by the SAD Research.

*Modeled on the University of Michigan's "Office Space Guidelines"