

CSU Space Standards

Building space is a valuable university resource that is in short supply. The management and allocation of space must be done in such a way as to meet the university's goals and mission efficiently and effectively.

The following table shows the recommended assignable square footage for a person by position. These guidelines are not a guarantee that an employee will receive a specific office type or size, but rather defines the appropriate amount of space a person in a specific role should occupy. For older buildings or buildings designed for use other than offices or space taken by fan coil units, a factor of +/- 15% could be applied to the allowable square footage.

| Position | Office Type | Recommended Sqft |
|---|----------------------------|------------------|
| President | Private Office | 500 |
| Vice President/Provost | Private Office | 250 |
| Academic Units: | | |
| Dean | Private Office | 230 |
| Associate or Assistant Dean | Private Office | 130 |
| Department Chair | Private Office | 150 |
| Faculty, Tenure Track | Private Office | 130 |
| Faculty, Asst., Assoc., Instructor or Adjunct | Private, Shared or Cubicle | 90-130 |
| Faculty w/ Studio (Art & Music) | Private Office | 160 |
| Faculty Emeritus | Private, Shared or Cubicle | 80 |
| GTA & GRA | Shared Office or Cubicle | 60 |
| Research Scientist | Private Office | 130 |
| Research Associate | Private, Shared or Cubicle | 100 |
| Administrative Units: | | |
| Associate or Assistant Vice President | Private Office | 150 |
| Director | Private Office | 130-150 |
| Associate or Assistant Director | Private Office | 130 |
| Staff Professional | Private, Shared or Cubicle | 110 |
| Staff Support | Shared Office or Cubicle | 90 |
| Staff Temp or Student | Shared Office or Cubicle | 45 |
| Trade or Custodian | Group Office | 20 |

Second offices are strongly discouraged, a second office may be assigned in the following cases:

- Faculty who have research on another campus.
- Faculty who are in leadership positions (i.e., Directorships), faculty who are Associate Deans or faculty who have joint appointments.

Faculty second offices should be smaller than the primary office or be shared space. Two faculty offices on the same campus (other than in a chair situation) are strongly discouraged. The Space Committee will review requests for second faculty offices.

Classrooms

All new classrooms that are either 900 sq.ft. in size or designed to seat more than 30 students and built whether with University, UFFAB or department funds will be General Assignment classrooms and scheduled through the Registrar's Office Virtual EMS. Please refer to the [Classroom Review Board Policies](#) for additional details and applicable standards on General Assignment Classrooms.