



Document Title:	Office Space Guidelines
Responsible Office:	Executive Cabinet
Responsible Position:	Provost, Senior Vice Chancellor, and Vice Chancellor for Research

I. Document Statement

These guidelines are designed to ensure equitable treatment in the allocation of office space across a diverse campus community as the university strives meet the Strategic Plan objectives of renewing, modernizing, and right-sizing campus facilities, accommodating growth, and optimizing the utilization of space on campus.

II. Purpose

Facilities Management will use these guidelines in planning campus space assignments and programming for moves and capital projects. The Executive Cabinet and Space Committee will use this to assess scenarios, model space use opportunities, evaluate space needs on campus, and make decisions about capital projects and space assignments.

III. Scope

This document establishes guidelines for the allocation of office space on campus.

IV. Definitions

Affinity Space – A lounge, club room, library, or similar common room established by a department for use by students, faculty, and others affiliated with the department for group study, engagement, scheduled, and informal departmental activities, whose ultimate purpose is to create or strengthen a sense of community and connection among department constituents.

Bullpen – a form of shared office characterized by a series of workstations and work areas co-located in a common space, whose occupants are assigned to the room or area, typically at a rate of greater than one person per work station, but are not assigned individual workstations.

Hotel – a form of shared office characterized by multiple workstations and work areas co-located in a common space, which are not assigned to individuals but are available for use by designated classes or categories of constituents (e.g., adjunct faculty, emeriti faculty, or Master’s candidates). Hotel space may be managed through a reservation system or open for drop-in first-come, first-served use, depending on demand.

Huddle Room – a small enclosed room designed for meetings of two or three users or to provide acoustic privacy for telephone calls or similar activities by individual users, who are otherwise assigned to workstations in a shared office environment.

V. Procedures

A. General Principles

1. Refer to the Space Assignment Policy (FM-3-113) for details regarding ownership and decision-making authority regarding space assignment and reassignment.

2. The space assignment targets discussed herein are explicitly understood as guidelines not rules or standards.
3. The office space guidelines are consistent with those promulgated by the Commonwealth's Division of Capital Asset Management and Maintenance as well as common practices at peer institutions and other public research universities.
4. Specific space sizes are expected to vary based on existing architectural conditions, atypical needs or programmatic preferences of particular users, physical requirements of existing building structure, and other external factors, including financial feasibility. The total overall space assigned to a particular department or work group should be consistent with what would be generated by following these guidelines to build a space program.
5. The quantitative guidelines contained herein are measured in net assignable square footage (NASF), which does not include wall thickness, circulation, or other building areas that contribute to gross square footage (GSF).
6. Certain legacy conditions exist on campus which are inconsistent with these guidelines. Projects will not be initiated simply to bring existing non-conforming space into alignment with the guidelines. To further the campus's Strategic Plan goal of optimizing the utilization of space on campus, these conditions are generally not replicated when programming space in support of a capital project or a move.

B. Faculty and Staff Office Principles

1. Full-time active faculty, including tenured, tenure-track, lecturers, and visiting lecturers, and senior administrators are typically assigned private offices.
2. All others are typically assigned space in shared office settings, including shared offices, cubicle workstations, "hotel" desks, "bullpen" spaces, or other open configurations.
3. Only one office space on the UMass Lowell campus is assigned per person, even though individual faculty or staff members may have multiple roles or participate in activities in multiple locations on campus.
4. Shared space for adjunct and emeritus faculty is provided on each campus consistent with the applicable provisions of the collective bargaining agreements.
5. Office space is programmed based on the table enclosed in these guidelines. Target average space per FTE is the default programming goal. The minimum space per FTE listed allows for variation based on existing conditions, architectural limits, and other factors.
6. Individuals who have more frequent visitation and meetings in their offices tend to require larger spaces to accommodate guest chairs or meeting tables. This is particularly true of full-time faculty and more senior administrative staff. Conversely, individuals whose duties do not regularly involve visitors and meetings in their assigned work areas and those in departments or work groups with access to sufficient meeting, conference, and huddle spaces can be more readily accommodated in smaller spaces.

C. Student Office Space Principles

1. Office space is generally not provided to individual students except as noted below.
2. Lab-based student employees may be given work space within a lab.
3. Work-study students and other student employees may be assigned to shared or bullpen space.
4. Departments or major interdisciplinary academic units may establish common rooms, libraries, club spaces, program rooms, or other affinity spaces to encourage student engagement with their academic communities.
5. Departments or academic units may establish bookable group study rooms for use as project team rooms, group workspace, or counseling/consultation/huddle spaces.
6. Full-time on-campus PhD students are typically assigned workspace in their research labs or in department PhD suites if they are not lab users. Departments may establish shared "hotel" space or bullpens for non-resident PhD students to use.

7. Masters students engaged in lab-based research work may be included in space planning for the labs where they are assigned. Departments may elect to allow Masters students to access bullpen space established for PhD students or use departmental affinity spaces.
8. Office space is not provided for undergraduate students except as part of affinity spaces.

D. Support Spaces

1. Office suites are programmed to include support spaces as may be required for particular departments, work groups, or programs. Support spaces include workrooms, meeting rooms, reception areas, copy areas, file space, coffee counters, other administrative resources, including active storage, and specialized space associated with the specific needs of a department.
2. All meeting spaces and conference rooms shall be included on the campus booking system and should be accessible from a common corridor. Individual meeting or conference rooms may have a departmental or program priority in booking, but should be understood as shared resources available to multiple campus constituents and may also be scheduled for graduate and advanced undergraduate seminars.
3. Support spaces that are shared among multiple departments are generally able to be larger, of better quality, furnished with additional equipment, and more effectively used than those established for a single user group.
4. Consistent with the university's commitments to sustainability and efficiency of operations, printing and copying and break room equipment is typically centralized in department or interdepartmental centers. When new capital projects or space reassignments are being programmed, it is generally assumed that individual offices will not accommodate refrigerators, microwaves, printers, scanners, copiers, or similar appliances or office equipment.

E. Locations and Adjacencies

1. Space on campus changes incrementally, leading to the intermixing of various groups, activities, and disciplines which is generally viewed as desirable for enhancing interdisciplinary interaction, academic richness, diversity, and innovation.
2. To the extent feasible, departments, programs, or work groups are assigned to contiguous or closely proximate space to facilitate unity and relationships among the faculty and staff members assigned to the unit.
3. Academic departments and programs are prioritized for space assignment on the North and South Campuses. Student Affairs departments and programs and student-facing administrative units are generally prioritized for space assignment on East Campus and at University Crossing. Non-student facing administrative units are generally preferred to be located at the edges of campus.
4. It is generally desirable to establish a "front door" or center for most units to reinforce identity and campus way-finding. However, because the campus community is dynamic and units evolve often more rapidly than space can be assigned, the boundaries and edges of departments should be expected to be fluid and flexible.

F. Dissemination

1. This document shall be circulated annually to Deans and Directors, as well as senior campus officials, as an attachment to the Annual Call solicitation.

VI. Responsibility

The Executive Cabinet, through the Space Committee, is the organization responsible for the implementation of these guidelines. Facilities Management staff provide support to the Space Committee and Executive Cabinet in the administration of these guidelines. The Associate Vice Chancellor for Facilities and Director of Campus Planning and Development are the designated contacts for questions or issues relating to these guidelines.

VII. Attachments

Quantitative Office Space Guidelines

VIII. Related Policies, Procedures and Announcements

Space Assignment Policy FM-3-113

Quantitative Office Space Guidelines for Space Program Development

Faculty and Academic Users Title	Minimum NASF/FTE	Target Avg. NASF/FTE	Space Type	Comments
Dean	200	250	Private Office	<ul style="list-style-type: none"> Office typically includes a meeting area for up to 6 people
Associate/Assistant Dean	160	175-200	Private Office	<ul style="list-style-type: none"> Office typically includes a meeting area for 2-4 people
Department Chair	120	150-175	Private Office	<ul style="list-style-type: none"> Office typically includes a meeting area for 2-4 people
Full-Time Faculty	90	120	Private Office	<ul style="list-style-type: none"> Offices typically include a source of direct or indirect natural light and space for a guest chair for student advising
Part-Time Faculty	40	48	Hotel, Cubicle, or Bullpen	<ul style="list-style-type: none">
Adjunct Faculty Emeritus Faculty	0	40	Shared Touchdown Space in Hotel or Bullpen Suite	<ul style="list-style-type: none"> Shared suite to be provided per the applicable collective bargaining agreement on each campus NASF/FTE is used to calculate capacity or programmed suite size
Externally Funded Professional Research Staff	64	90	Office, Shared Office, or Cubicle	<ul style="list-style-type: none">
Post-Doctoral Research Staff	30	48	Hotel, Cubicle, or Bullpen	<ul style="list-style-type: none">
Full-Time On-Campus PhD Student	30	48	Cubicle or Shared Office Suite	<ul style="list-style-type: none"> If department prefers a shared suite in lieu of individual cubicles, each suite should contain: individual lockers for each users, shared desk space at a rate of 1 station per 4 users, a soft seating area, a group work table with 4-6 seats, and one huddle room for each 8-10 users.
TA, Work-Study Student, or Intern	25	40	Hotel, Cubicle, or Bullpen	<ul style="list-style-type: none">
Non-Resident PhD Student/Masters Student	0	0		<ul style="list-style-type: none"> May be provided with access to On-Campus PhD suite
All Others Students	0	0		<ul style="list-style-type: none">

Administrative Users	Minimum	Target Avg.		
Title	NASF/FTE	NASF/FTE	Space Type	Comments
Associate Vice Chancellor	160	200-250	Private Office	<ul style="list-style-type: none"> Office typically includes a meeting area for 4-6 people
Executive Director/Program Director	100	135-150	Private Office	<ul style="list-style-type: none"> Office typically includes a meeting area for 2-4 people
Senior Professional Staff	80	100-120	Private Office	<ul style="list-style-type: none"> Office typically includes a guest chair for visitors, except for staff whose duties do not involve regular visitation and/or those who have access to shared meeting space in close proximity
Full-Time Professional Staff	64	90	Office, Shared Office, or Cubicle	<ul style="list-style-type: none">
Full-Time Senior Administrative or Senior Technical Staff	64	90	Office, Shared Office, or Cubicle	<ul style="list-style-type: none">
Full-Time Administrative, Program, or Technical Staff	48	64	Shared Office, Cubicle, or Bullpen Suite	<ul style="list-style-type: none">
Part-Time Staff	30	48	Hotel, Cubicle, or Bullpen	<ul style="list-style-type: none">
Intern/Work-Study Student	0	40	Hotel, Cubicle, or Bullpen	<ul style="list-style-type: none">
Administrative Assistant	48	64	Cubicle or Shared Office	<ul style="list-style-type: none"> Depending on the operational needs and practices of the work unit, may occupy a portion of a reception area or departmental work/copy/file area

Office Support Spaces			
Function	NASF	Space Type	Comments
Reception or Waiting Area	100	Open Area	<ul style="list-style-type: none"> Provide seating
Administrative Copy/File/Work Area	100		<ul style="list-style-type: none">
Coffee Station	40		<ul style="list-style-type: none">
Meeting or Conference Room	XX per occupant		<ul style="list-style-type: none">
Departmental Affinity Space	varies	Library, Lounge, Common Room, Project Room, or Club Room	<ul style="list-style-type: none">
Department Storage (active, for regularly accessed materials)	100		<ul style="list-style-type: none"> Long-term storage for records retention compliance and similar materials can be accommodated off-site or in support areas of the building