

GUIDELINES FOR OFFICE SPACE ALLOCATION AT UMBC

Overview

Space is a limited University resource and, consequently, it must be managed responsibly and in a way that promotes the advancement of the University's mission and the strategic priorities of the campus. Flexibility needs to be maintained in order to address changes in function, curricula, programs and technologies. Accordingly, a comprehensive framework for assignment and management of space, including office space, has been established to achieve best utilization and respond to current and emerging needs.

This document provides general guidelines for the allocation of office space to the units within all the divisions on campus. "Office space" includes offices, office service, and conference rooms specifically assigned to support the University's academic (instructional and research), administrative, and service functions.

These guidelines constitute a companion document to the UMBC Policy on Space Allocation and both documents should be consulted when making office space allocation and reallocation decisions.

Principles

- All faculty and staff will be provided with a suitable working environment for the type of work they perform.
- Office space will be provided to units to support adequately their core missions and functional needs.
- Office space, like all space, is a University property that will be allocated to a given unit, as available, in a manner that best advances University priorities. No unit "owns" the space that has been allocated to it.
- Office space allocations are made to units, not to individuals.
- Office space, like all University space resources, should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals.
- Each unit should manage its office space needs within the space that has been allocated to the unit at any given time.
- Existing office space should be used to maximum functionality and efficiency.
- Shared office and open office arrangements are encouraged whenever possible to efficiently use the campus' limited space.
- Conference rooms and office service spaces are encouraged to be shared among one or more units whenever possible to maximize space utilization.

- Office space that has been allocated to a unit can be reassigned to another unit in response to University needs and priorities.
- Responsibility for assignment and reassignment of office space will generally follow divisional hierarchy. The ability to allocate and reallocate office space within a given division resides ultimately with the corresponding division Vice President/Dean or his/her designee. Unit heads (chairs, directors) have the responsibility to address office space needs within their respective units.
- Office space vacated due to a substantial reduction in program size, reduction in workforce, or program elimination resulting in office space being unoccupied (refer to next section for further guidance) reverts back to the university space pool. The Provost is responsible for ensuring that a process for reassignment of vacant space is established.
- Office space vacated due to a unit's relocation to another building, floor, or suite reverts back to the university space pool. The Provost is responsible for ensuring that a process for reassignment of the vacant space is established.

Guidelines for Allocation of Office Space

- In general, the office space allocation priorities are as follows:
 - (1) tenured, tenure-track, full time non-tenure track and research faculty and unit full-time staff requiring a high level of privacy for working on confidential matters or meeting with students, staff and others;
 - (2) active adjunct, visiting and part-time faculty, and unit part-time staff; and
 - (3) postdoctoral fellows, graduate students supported through either teaching or research assistantships, active emeritus/retired faculty.
- Offices may be private, shared, open, or in cubicles as appropriate and available.
- The accompanying table outlines the recommended office sizes and types for specific employee categories. For current offices, the types and sizes will necessarily vary from these recommendations due to existing building configurations and availability of appropriate spaces. For new buildings, these recommendations will serve as the standard for programming new space.
- Offices will be assigned based on need, availability, and suitability for the intended use.
- Assignment of multiple offices for faculty and staff is not allowed unless there is a true demonstrated need. Under such circumstances, a faculty or staff member may be assigned a secondary office (ideally in a shared arrangement), provided it is not located in the same building as the primary office. All decisions related to multiple offices will be made on a case-by-case basis and require the approval of the appropriate Vice President/Dean in consultation with the Provost.
- Post-doctoral scholars, graduate students and part-time faculty and staff should be assigned office space in a shared office arrangement.

- Each unit should ensure that all offices are occupied. When offices are left unoccupied for significant periods of time, such as during sabbaticals or other leaves, units should use these spaces to alleviate pressing space needs. If an office space remains under-utilized for a period longer than one year, the unit may be required to provide a justification for maintaining use of the space.
- Emeritus/retired faculty and staff may be provided shared offices, if space is available within a unit, as long as they remain engaged in unit activities. These shared offices are intended to allow an individual to maintain contact with their unit, discipline and colleagues. An emeritus/retired faculty or staff member actively engaged in teaching or research may retain a private office at the discretion of the unit, if space is available.
- When possible, if units desire to consolidate their space assignments for reasons of academic interaction and administrative efficiency, contiguous spaces will be provided. However, close proximity cannot be guaranteed depending upon the space and financial resources available at any given time.
- Periodic evaluation of office space allocation should be made by the unit head to insure that all office space is being used to maximum functionality and efficiency.
- Official space inventory reports recording all office space allocations will be maintained by Facilities Management.
- To support an accurate and complete record of space allocations, units will verify to Facilities Management on an annual basis its office space allocation and names of personnel assigned to occupy specific rooms.
- The Provost's Office will periodically request Facilities Management to evaluate and analyze the adequacy of a unit's office space allocation based upon criteria such as the number and types of personnel, the location, functional layout, and changes in programmatic needs.
- Office space may not be assigned to non-campus organizations without prior approval from the appropriate division head and the Office of the Provost.

Definitions

Unit

Broadly defined for this purpose as any operating entity within a Division with some level of autonomy and can include a college, a school, a department, a program, a center or an institute.

Office

A space housing faculty, staff, or students working at one or more desks, tables, or workstations configured as a private office, shared office, or open office with or without cubicles.

Private office: An enclosed work space for one person, suitable for activities which are confidential, demand a lot of concentration or include many small meetings.

Shared office: An enclosed work space for two or three people.

Open office: An open work space for more than three people with or without cubicles.

Cubicle: A semi-enclosed work space for one person within an open office

Workstation: A work space for one or more individuals typically without partition walls and within an open office.

Office Service

A space that directly serves an office or group of offices as an extension of the activities in those spaces. Office service rooms include, but are not limited to, file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private rest rooms not available to the public, records rooms, department mail rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing rooms, and open and private circulation areas.

Conference Room

A space serving one or more units and used primarily for staff meetings and unit activities. A conference space is typically equipped with tables and chairs, is used by specific organizational units, and is principally used for activities other than scheduled classes.

2/3/12

Types of Room Occupants		Recommended	
		Space Type	NASF per Person
Executive	President	Private Office	400
	Provost	Private Office	275
	Vice President	Private Office	225
	Dean; Associate Vice President; Vice Provosts	Private Office	200
	Chair	Private Office	175
	Associate/Assistant Vice Provost	Private Office	150
	Associate/Assistant Provost	Private Office	150
	Associate/Assistant Dean	Private Office	150
	Assistant Vice President; Executive Director; Director	Private Office	150
	Special Assistant to the President or Vice President	Private Office	150
Faculty	Full-time	Private Office	130
	Part-time	Shared Office; Open Office; Cubicle; or Workstation	65
	Visiting	Private Office; Cubicle; or Workstation	130
Staff	Manager	Private Office	120
	Professional, non-manager	Shared Office; Open Office; Cubicle; or Workstation	100
	Professional, non-manager, requiring privacy (see note 1)	Private Office	100
	Administrative Assistant	Shared Office; Open Office; Cubicle; or Workstation	100
	Part-time	Shared Office; Open Office; Cubicle; or Workstation	see note 2
	Service Maintenance Workers; Skilled Craft; Engineering Technician	Workstation	see note 3
Other	Graduate Assistants	Workstation	40
	Postdoctoral Fellow	Workstation	65
	Students	Workstation	25
	Student Organizations	Shared Office; Open Office; Cubicle; or Workstation	see note 4
	Visitors	Workstation	see note 5

NOTES

- 1 Employees with job responsibilities requiring regular confidential meetings with students, faculty, or staff and/or the daily handling of confidential personnel or student records.
- 2 The amount of office space for employees in this category is dependent upon the staff category and the job responsibilities. However, in general part-time employees are provided workstations equal to half that recommended for full-time employees in their staff category.
- 3 Employees in this category are provided access to a shared workstation. Typically, a single workstation is provided for each organizational unit; but is dependent upon the number of personnel in a unit. The size of a workstation would vary from 25 sf to 40 sf.
- 4 The amount of office space recommended for student organizations varies greatly dependent upon the nature of the organization and their needs.
- 5 Visitors are typically individuals provided a temporary workstation in the conduct of university related business. An example of a visitor is a state auditor.