

Simmons Office Standards

Office	Range	Comments
Deans/vice presidents	200 - 250 sf	Private office with desk, filing, credenza, medium conference table with chairs
Associate/assistant deans and associate/assistant vice presidents	150 -200 sf	Private office with desk, filing and small conference table with chairs
Full-time faculty, tenured, probationary and contract	110 - 150 sf	Private office with desk, filing, guest chair
Proportional faculty (50% or more)	100 - 125 sf	Shared office with desk, filing, guest chair.
Director/Manager level staff (exempt)	100 - 130 sf	Private office with desk, filing, guest chair
Non-manager administrative staff (non-exempt)	50 - 70 sf	Work station, filing and storage

Additional space standards for space that may be provided if available:

Adjunct Faculty	n/a	Work station or shared office depending on department specific needs and availability of space.
RA/TA/GA	n/a	Work station with secure storage if available.
Emeritae/i faculty	n/a	Based on specific department needs. No guaranteed space. Space provided only if teaching. Work station or shared office.

***** Notes:**

Actual office sizes depend upon availability. Existing office assignments may vary significantly.

These standards should be adhered to even when there are vacant offices available. Non-exempt staff, Emeritai/i, adjunct faculty and RA/TA/GA's may not be assigned private offices unless approved by the Dean, Provost and Space Planning Committee based on work requirements.