

Types of Room Occupants	Space Type	Recommended NASF per Person
Administrative Units		
Executive Vice President	Private Office	320
Vice President	Private Office	240
Associate Vice President	Private Office	200
Director	Private Office	100 - 150
Associate or Assistant Director	Private Office	100 - 140
Manager	Private Office, Shared Office, or Cubicle	80 - 120
Staff, Professional (full-time)	Private Office, Shared Office, or Cubicle	48 - 110
Staff, Professional (part-time) ¹	Shared Office or Cubicle	48 - 64
Staff, Administrative Support (full-time)	Shared Office or Cubicle	64 - 100
Staff, Administrative Support (part-time) ¹	Shared Office or Cubicle	48 - 80
Temporary, Graduate or Student Staff	Shared Office or Cubicle	30 - 64
Academic Units		
Provost, Executive Vice President	Private Office	320
Vice President	Private Office	240
Dean	Private Office	240
Associate or Assistant Dean	Private Office	160
Department Chair	Private Office	200
Faculty, Tenure Track	Private Office	100 - 120
Faculty, Non-Tenure Track	Private Office, Shared Office, or Cubicle	80 - 120
Faculty, Consulting or Visiting	Shared Office or Cubicle	80
Faculty, Emeritus (active)	Private Office, Shared Office, or Cubicle	64 - 140
Faculty, Emeritus (non-active)	Shared Office or Cubicle	30 - 64
Fellow, Lecturer, Research Associate, Visiting Scholar	Shared Office or Cubicle	80
Manager	Private Office, Shared Office, or Cubicle	80 - 120
Staff, Professional (full-time)	Private Office, Shared Office, or Cubicle	48 - 110
Staff, Professional (part-time) ¹	Shared Office or Cubicle	48 - 64
Staff, Administrative Support (full-time)	Shared Office or Cubicle	64 - 100
Staff, Administrative Support (part-time) ¹	Shared Office or Cubicle	48 - 80
Graduate Student Instructor	Shared Office or Cubicle	30 - 64
Graduate Student Research Assistant	Shared Office or Cubicle	30 - 64
Temporary, Graduate or Student Staff	Shared Office or Cubicle	30 - 64
Health Sciences Center Units		
Executive Vice President	Private Office	320
Vice President	Private Office	240
Associate Vice President	Private Office	200
Dean	Private Office	240
Chair	Private Office	200
Department Head, Division Chief, Vice Chief, Chief	Private Office	140 - 160
Faculty	Private Office	120
Faculty (in two locations)	Shared Office or Cubicle	60
Researchers	Private	120
Research Assistant	Shared Office or Cubicle	30 - 60
Resident		1 Locker
Chief Resident / Fellow	Shared Office or Cubicle	60 - 100
Staff Physician	Shared Office or Cubicle	60
On-Call Clinician	Shared On-Call Room	60 - 80
Manager	Private Office, Shared Office, or Cubicle	80 - 120
Staff, Professional (full-time)	Private Office, Shared Office, or Cubicle	48 - 110
Staff, Professional (part-time) ¹	Shared Office or Cubicle	48 - 80
Staff, Administrative Support (full-time)	Shared Office or Cubicle	64 - 100
Staff, Administrative Support (part-time) ¹	Shared Office or Cubicle	48 - 80
Work Study, Student	Shared Office or Cubicle	30
Office Support Functions		NASF per Space
Conference Room	Closed Space	20 - 25
Waiting Area	Open Space	8 - 15
Files (lateral & standard file cabinets)	Closed or Open Space	15

¹ Part-time denotes the room occupant is 50% FTE or less. If the occupant is more than 50% FTE, it is recommended to follow the guidelines for a full-time room occupant.