

Cornell University

# Office Space Guidelines

Approved by the Space Use Advisory Committee; January 19, 2017

## INTENT

These guidelines were developed to help all units of the University, exclusive of Weill Cornell Medicine, plan for and allocate office space in accordance with the Cornell University Space Management Principles<sup>1</sup> approved by the Capital Funding & Priorities Committee on April 24, 2012.

Actual allocations of existing space within a unit's overall allocation will ultimately be based on many considerations, including overall building context, adjacencies, design features unique to the structure, and roles and responsibilities of individuals.

For renovations and new construction projects, project managers in Facilities and Campus Services and the units will refer to this document when working with project stakeholders and architects during the design phase. For renovations of existing space, building constraints may require adaptation of these guidelines. Exceptions to the guidelines, for whatever reason, will require approval through the project approval process. That is, all signatories on Project Approval Requests will need to support the exceptions. In New York State facilities, SUNY space guidelines, available through project management, must also be considered.

These guidelines can also be used to measure existing allocations of space through analyses that compare assigned space to models based on headcounts and position classifications. An illustration of the model is included in Appendix A.

Academic and administrative units should ensure that any unit-specific space policies or guidelines align with the information provided in this document.

## SPACE-PER-PERSON

Space-per-person guidelines identify the maximum assignable square footage<sup>2</sup> (ASF) allocation per person in a specific role. The Cornell guidelines are included in Appendix B, Table 1 (for staff and union positions), Appendix C, Table 2 (for faculty and academic non-faculty positions), and Appendix D, Table 3 (for student and temporary positions).

Guideline allocations are targets. They are not a guarantee that an employee or affiliate of the University will receive a specific office type or amount of square footage. In fact, the square footage

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<sup>1</sup> These Principles can be found on the Space Planning Resources page at <http://dbp.cornell.edu/home/offices/space-planning/resources/>.

<sup>2</sup> Assignable square footage is that within building walls that is usable by people or programs. The net assignable area (measured as Net Assignable Square Feet, NASF) is the sum of the assignable spaces in a building or program area.

numbers are rarely used when making individual or limited decisions regarding office allocations. These numbers are most typically used when planning or modeling a space for an entire unit or group, in which case the individual allocations are summed to determine a unit space footprint.

Furthermore, the targets (both square footage and office type) are often difficult to achieve in existing spaces that are not under renovation, as historical allocations and existing structural layouts constrain the ability to optimize allocations. Targets become easier to achieve during renovations and through new construction, although all such projects are a series of compromises between scope and budget and may not always result in fully achieving the guidelines. The goal of office space allocation and reallocation efforts is to align with the guidelines as closely as possible within external constraints of structure and budget, to inform decision-making, and to attempt to achieve equity across similar positions within the University.

### **ACHIEVING OFFICE ALLOCATIONS THROUGH A VARIETY OF SPACE TYPES**

During any reallocation of existing office space, or opportunity to renovate or build new, the need for open plan and/or forms of shared office space versus private office space must be critically evaluated by the project team, including functional unit leadership. It is always an option for unit leadership to decide to allocate more shared and/or more open space and less private space than suggested in the guidelines. Discussion and decisions regarding the type(s) of space to provide should occur before space programs are developed.

The provision of private office space, defined as having one primary occupant, is generally determined by the role, as noted in the allocation tables in the appendices. Private space is generally considered that with hard walls that extend from floor to ceiling.

Shared offices are spaces that will meet the needs of up to four individuals. For positions assigned to shared space, the allocations in the Tables represent the amount of office space that should be provided to one of the positions in the shared space, not the actual size of the shared office. For example, two individuals in technical support roles (allocated at 80 square feet per person of shared space, see Appendix B) might be assigned to share one 160 square feet office space.

Open plan offices are those that are designed to meet the needs of five or more individuals and/or to serve the reception needs of a unit. These spaces are commonly identified as suites; the suite may contain other functions besides individual desk space, such as office support space and reception. In open plan office space, the actual workstation size may be smaller than the office guideline allocation, given that some of the space need is met in the circulation and other amenities within the suite area.

Provision of open plan offices and shared offices is an efficient use of space if planned well in terms of the layout and fit of furniture and when the need to accommodate meetings, in-person collaborations, and private conversations can be met through shared access to small meeting rooms (also known as team rooms, huddle rooms, etc.). Allocations per role may remain the same within shared or open plan space or may decrease with a compensatory increase in office support space. That is, unit leadership may decide to move square footage allocations from individual workstation spaces to shared meeting and other support spaces.

Workstations in shared and open plan offices are provided through furniture solutions that may or may not include panels, commonly referred to as cubicle walls. Panels can be purchased in a range of heights and can be stacked, so that cubicle walls can be formed that extend above average height people. Generally, most office designs will have better aesthetics and functionality if panel systems are

kept below 48-52". Panels should not be provided to give the appearance of privacy to individuals and roles for which open and shared offices are recommended.

Shared workstations are used in situations where several to many individuals need a desk to complete a task of the same type and with the same equipment as others performing the same role. Shared workstations may be used in situations where the individual's time at the desk is limited, or where more than one person serves in the same function within an office area. Examples include police officers sharing a dispatch workstation, building care employees sharing a computer workstation, or students sharing a supervisor role in an Athletics facility.

Supervisors should assess office space needs by role to determine if staff working in a hybrid arrangement, as determined through HR policy and process, continue to have a dedicated desk/office on campus or if they will have hoteling or other shared space arrangements. The need to retain a dedicated space for a hybrid employee should be compelling.

In some cases, the guidelines extrapolate to more space than is required to fulfill the limited office needs of the unit, for example, where a few workstations or computers in a community center can meet the needs of many employees. In such cases, as in all space allocations, judgement should be used in right-sizing the space solution to the true needs of the workforce.

## **SUPPORT SPACE**

Office space considerations must always include the need for conference and meeting rooms as well as space for office service functions, such as kitchenette and break areas, copier and equipment space, supply storage and file space. The allocation tables in appendices B, C and D include the guidelines for assignable square footage of support space per role. This space, as with the office space itself, is allocated to roles and then aggregated for all roles within a shared work area or unit.

Support space may be shared between units within a building. Teams for renovation projects within buildings with shared support spaces should evaluate the adequacy of building-wide support spaces when applying these guidelines.

## **EMERITUS FACULTY OFFICES**

An emeritus faculty member actively engaged in teaching or research may retain a private office at the discretion of the unit, if space is available. Emeritus faculty who remain engaged in unit activities but not to the extent of specific teaching or research responsibilities may be provided shared or open plan office space if space is available within a unit. These shared offices are intended to allow an individual to maintain contact with the unit, discipline, and colleagues.

## **MULTIPLE OFFICES**

Individuals should not be assigned more than one office space unless there is a demonstrated need. Faculty with executive or senior administrative duties, faculty with joint appointments, and individuals with responsibilities in more than one building, especially when located at a distance, may be assigned a secondary workspace, provided it is not located within the same building as the primary office.

A department chair office in an administrative suite should be modest (in the range of 100-120 square feet) and sufficient for private work and meetings with only one or two other individuals. Meeting space associated with the chair's function should be provided in a separate modest (100-120 square

feet) meeting space within or near the administrative suite, in a way that can be accessed by others within the department administration without going through the department chair's private office.

## **EXTENDED USES OF OFFICES**

In general, except at the most senior levels of administration, offices should not serve as conference and meeting rooms for groups of more than 3-4 people. Meeting spaces and other functions, such as dry lab space, should be separately partitioned from office workspace in order to accommodate utilization by others when the primary occupant is absent.

## **USE OF UNOCCUPIED OFFICES**

When offices are left unoccupied for significant periods of time, due to sabbaticals, other leaves, or changing workspace requirements, units should consider other uses for these spaces, especially to relieve space pressures or to provide for extra small group meeting space.

## **UPDATES AND PERIODIC REVIEW**

The HR Subject Specialist in Human Resources and Space Planning will coordinate keeping the appendices of this document as current as reasonable.

On a periodic basis, the Director of Space Planning will be responsible for consulting with stakeholders and recommending to the Space Use Advisory Committee any revisions to this document.

## **CONTACT**

Director of Capital & Space Planning | 607-255-2557 | [spaceplanning@cornell.edu](mailto:spaceplanning@cornell.edu)

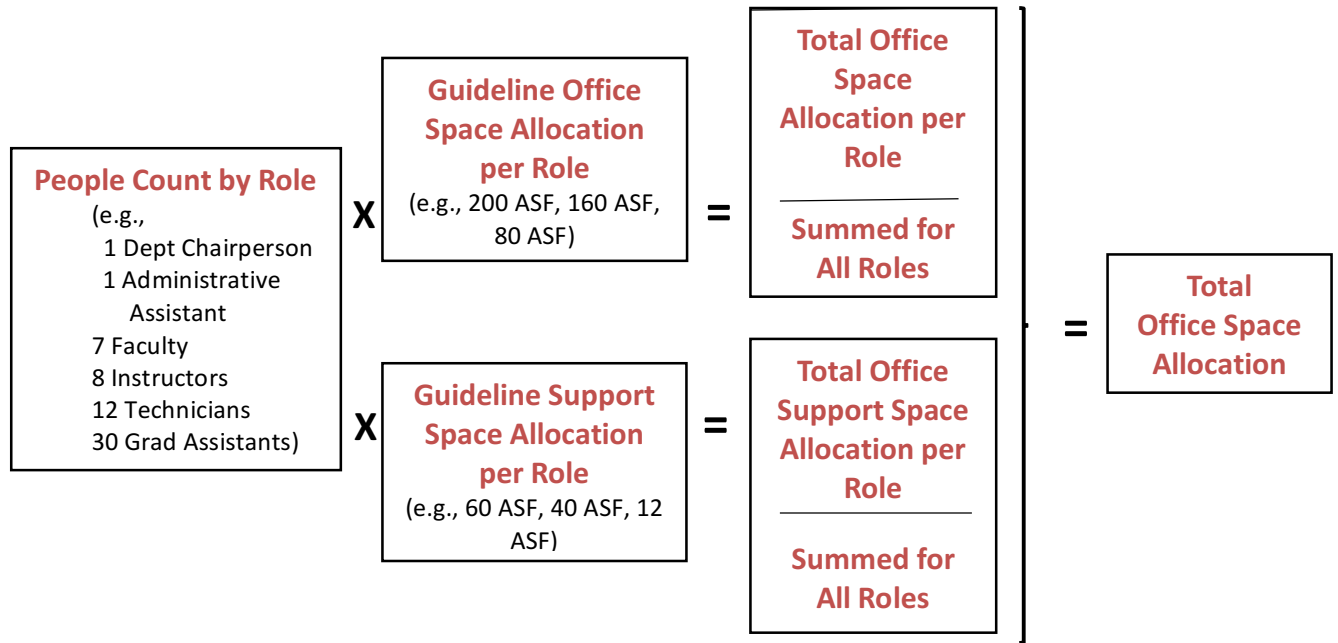
### **Revision Tracking**

May 2023: Clarified department chair office guidelines in Multiple Offices section and Appendix C; Clarified consideration of private office space for graduate field coordinators in Appendix B (endorsed by Space Use Advisory Committee 5/15/23)

August 2022: Add context for staff in hybrid roles (endorsed by Space Use Advisory Committee 8/22/22)

February 2022: Clarify applicability

Appendix A. The model for determining office space allocation for a unit.



The example below illustrates how the model above might be applied to a very lean sample academic department. The office space and office support space guidelines per position category are included in this summary table based on the reference Assignable Square Feet associated with each role found in the tables in Appendices B, C and D. The office space allocation guideline for this sample department is 5936 ASF.

Number of Personnel	Position Type	Office ASF	Office Support ASF	Total Role ASF
1	Dept Chairpersons, Directors	200	60	260
1	Administrative Support	80	12	92
7	Professorial	160	40	1,400
8	Instructors, Research Associates, Scholars, Fellows, Scientists	120	40	1,280
12	Technical Support	80	12	1,104
30	Graduate Student Positions	60	0	1,800

**Total Office Space Guideline (Assignable Square Feet): 5936**

**Appendix B.** Office space guidelines for staff and union positions at Cornell. Job titles, listed below the table, roll up to the position types used to determine office space guidelines.

Position Type	Space Type <sup>1</sup>	Office ASF	Support <sup>2</sup> ASF
University Executives	Private	280	60
Senior Directors, Directors (Large Units), Associate Vice Presidents	Private	200	60
Directors (Small Units), Supervisors	Private	160	60
Managers, Associate Directors	Private	120	40
Individual Contributors, Professionals	Private or Shared	120	40
Technical Support	Shared or Open Plan	80	12
Sales Support	Shared or Open Plan	80	12
Administrative Support <sup>3</sup>	Shared or Open Plan	80	12
Laborers	Shared Workstation	30	0
Craftspersons	Shared Workstation	30	0
Servicepersons	Shared Workstation	20	0

Table 1. Cornell office space guidelines for staff and union positions.

**University Executives**

Assoc VP/Controller  
 Assoc VP/Univ Treasurer  
 Chief Investment Officer  
 Controller  
 Executive Vice President/CFO  
 Library Univ  
 Sr Vice Pres  
 Treasurer  
 University Auditor  
 University Counsel  
 Vice President

**Senior Directors, Directors (Large Units), Associate Vice Presidents**

AAD Program Director I-II  
 Administrator VII  
 Assoc Vice President, Sr Assoc Vice President  
 Assoc VP/Chief Cornell Police  
 Associate Vice Provost-Enrollment Bursar  
 Dean of Students  
 Directors: Athletics, Auxiliary Services, Budget, Development, Health Svcs, Museum, Payroll, Real Estate,

Dining Services, Facilities, Financial Aid  
 Senior Directors: CTL, Admissions, Facilities, Financial Aid  
 University Registrar

**Directors (Small Units), Supervisors**

Administrator IV-VI  
 Assistant Vice President  
 Assoc Bursar  
 Assoc Controller  
 Assoc Dean-Continuing Ed  
 Assoc Dir Psych Svcs  
 Assoc Dir Real Estate  
 Associate Dir Athletics II  
 Associate Director Residential Life  
 Audit Director  
 Chief Cornell Police  
 College Registrar  
 Communication Mgr II  
 Deputy Chief Cornell Police  
 Deputy Univ Counsel  
 Dining Assoc IV  
 Directors: Alumni Affairs, Cash Mgmt, Cornell Business Svcs, Environ Health, External Affairs, Financial Research Admin, Govt Relations,

Relations II, Info Tech, Operations, OSP, Plan/Research, Procurement, Professional Ed Prog, Program, Psych Svcs, Research Assurance, Risk Management, Univ Press, WDELQ, Admissions, CARE, Student Career Services, Student Services  
 Engineer/Architect Manager  
 Environ Health Spec III  
 Facilities Director Projects  
 Head Coach I  
 HR Director, College/Unit, I-II – Subj Spec  
 Info Tech Assoc Dir, Info Tech Asst Dir II  
 IT Service Center Director  
 Judicial Admin  
 Managing Dir-Statler  
 Mgr Finance III  
 Ombudsman  
 Public Affairs Officer VI  
 Senior Administrator, Office of the President  
 Superintendent  
 TEC Director  
 Treasurer Assistant

<sup>1</sup> Space type is based on traditional models of space allocation. See “Achieving Office Allocations through a Variety of Space Types” in the text for a discussion of the need for project teams to consider more open plan and/or other forms of shared office space when reallocating or renovating existing space or building new.

<sup>2</sup> Support space includes conference and meeting room space, reception space, and office service space (mail, break areas, photocopying, supplies, student desks, etc.). This space is summed across all individuals and roles in the unit to create a total square footage that is then allocated according to functional needs.

<sup>3</sup> Roles that identify as graduate field coordinators should be considered for private office space.

**Managers, Associate Directors**

Assoc Directors: Athletics I, IT  
 Audit, OSP, Plan/Research,  
 Payroll  
 Asst Superintendent  
 Bursar  
 Chef I  
 Chief Veterinarian  
 Communication Mgr I  
 Customer Service Supervisor  
 Dining Assoc II-III  
 Dir Sales Mktg  
 Head Coach II,  
 Strength/Conditioning  
 Head Pharmacist  
 HR Manager-College/Unit  
 Info Tech Area Mgr I-II  
 Info Tech Asst Dir I  
 Library Administrator II-III  
 Lieutenant Cornell Police  
 Managing Director, Investment  
 Managing Editor  
 Managers: Admissions, Facilities I-  
 II, Farm I-II, Finance I-II,  
 Financial Aid, PE I-II, Program,  
 Program II, Real Estate, Retail  
 I-II, Student Career Services  
 Nurse Practitioner Supervisor  
 Phys Therapy Supv  
 Purchasing Agent V  
 Sergeant Cornell Police  
 Supv Facilities  
 Vet Tech Section Supervisor

**Individual Contributors,  
 Professionals**

Administrator II-III  
 Admissions Associate I-IV  
 Advising Associate I-III  
 Alumni Engagement Ofcr I-IV  
 Annual Fund Officer I-V  
 Applications Programmer II-IV  
 Applications Sys Analyst II-IV  
 Assistant Coach I-II,  
 Strength/Conditioning  
 Assistant Registrar  
 Assoc Dir Govt Relations  
 Assoc Dir Investment  
 Assoc Judicial Admin  
 Assoc, Asst Ombudsperson  
 Assoc Secretary of the Corp  
 Assoc Univ Counsel  
 Associate Univ Registrar  
 Asst Bursar  
 Asst Coach I-II  
 Asst Golf Course Supt  
 Asst Univ Counsel  
 Athletic Operations Admin I-II

Athletic Trainer  
 Audit Manager  
 Biosafety Assoc  
 Biosafety Spec I-II  
 Business Intelligence Eng III-V  
 Cataloger  
 Chef II-III  
 Chief Preparator  
 Collections Specialist II  
 College Grant/Cont Ofcr  
 Communication Spec II-III  
 Compliance Investigator  
 Conservation Spec  
 Consultant/Advisor II-III, Lead,  
 Princ, Sr  
 Coord Conference II  
 Coord Program I-III  
 Corporation-Foundation Ofcr II-V  
 Counselor Therapist I-II  
 Data Analyst II  
 Database Administrator III-IV  
 Development Support Ofcr I-IV  
 Directors: Adv Technology  
 Assessment, Space Planning,  
 Univ Ministries  
 Diversity/Inclusion Spec II-IV  
 Editor II-IV  
 Emergency Svcs/Mgmt Assoc, Spec  
 I-II  
 Engineer Architect I-II  
 Environ Engineering & Compliance  
 Assoc, Spec I-II  
 Environ Health Spec I-II  
 Estimator  
 Exec Staff Asst I-IV  
 Extension Supp Spec I-IV  
 Facilities Coord Projects II-III  
 Facilities Designer I-II  
 Facilities Mgr Projects I-II  
 Farrier  
 Finance Specialist I-IV  
 Financial Aid Associate I-III  
 Fire, Safety & Emergency Assoc,  
 Spec I-II  
 Gift Associate I-II  
 Gift Planning Ofcr III-V  
 Golf Course Supt  
 Governmental Assoc  
 Grant Contract Assoc, Ofcr I-III  
 Graphic Designer II-III  
 Hazardous Material Technician,  
 Assoc, Spec I-II  
 Head Athletic Trainer  
 Head Golf Pro  
 Health Educator I-II  
 HR Generalist II-IV  
 HR Subject Specialist II-IV  
 Instructional Tech Spec II-IV

Instructor PE, Wellness Fitness  
 Investment Analyst, Sr  
 Investment Officer, Sr  
 IT Audit Principal  
 IT Business Analyst III-V  
 IT Operations Mgr I-II, Supv  
 IT Project Manager III-V  
 IT Security Engineer III-V  
 IT Support Assoc II-III  
 IT Technical Writer II-III  
 Landscape Architect I-II  
 Lead Estimator  
 Major Gifts Ofcr I-V  
 Mgr Publ I-II  
 Multimedia Associate, Editor,  
 Producer, Exec Producer,  
 Senior Producer  
 Museum Assoc I-II  
 Network Engineer II-III, Lead, Spec,  
 Sr  
 Nurse Practitioner  
 Nurse Supv I-II  
 Occup Health & Lab Safety - Indust  
 Hygiene Assoc, Indust Hygiene  
 Spec I-II  
 Payroll Assoc III  
 Pharmacist  
 Photo Specialist  
 Physical Therapist, Assistant  
 Physician, Physician Assistant  
 Plan/ Research Assoc I-II  
 Principal Gifts Ofcr  
 Principal Investment Analyst  
 Print Prod Assoc II  
 Prog Analyst II-III, Lead, Spec, Sr  
 Project Associate I-II  
 Project Manager  
 Prospect Research Ofcr II-III  
 Psychiatrist  
 Public Affairs Officer III-IV  
 Radiation Safety Assoc, Spec I-II  
 Real Estate Assoc II-III  
 Reference Spec  
 Res Hall Assoc I-II  
 Research Support Spec I-IV  
 Risk Management Specialist II-III  
 Senior Auditor  
 Senior Consultant to President  
 Senior Project Manager  
 Software Engineer IV  
 Special Events Mgr-Pres Ofc  
 Speech Writer-President  
 Staff Nurse  
 Staff Writer I  
 Stewardship Ofcr I-IV  
 Student Career Services Associate I-  
 III  
 Student Svc Assoc I-IV, IV-FinAid

Supv Farm  
Systems Administrator II-IV  
Systems Engineer III-V  
Teaching Supp Spec I-V  
TEC Manager, Professional,  
Specialist  
Tech Svcs Supv I-II  
Theatre Manager  
UAW Benefits Liaison  
UAW Peer Counselor  
UAW President  
User Interface/Exp Spec II-IV  
Veterinarian  
Web Designer II-IV

### **Technical Support**

Animal Tech I-IV  
Applications Sys Assistant  
Certified Medical Assistant  
Computer Prod Control II-IV  
Drafter II-III  
Extension Aide I-II  
Fire, Safety Technician  
Fire, Safety, Emergency Technician  
Graphics Asst II-III  
Illustrator II  
Instructional Tech Asst  
Investigator Cornell Police  
IT Support Asst II-IV  
Licensed Practical Nurse  
Media Assistant C03  
Medical Technologist I-II, Asst  
Multi Media Asst III-V  
Network Tech II-IV  
Pharmacy Asst  
Pharmacy Technician II-III  
Photographer  
Physical Therapy Aide  
Program Aide I-III  
Publications Assistant V  
Radiographer, Radiographer Supv  
Research Aide I-IV, C04  
Safety Technician  
Supv Animal Care  
Systems Operator I-II  
Technician I-V  
Veterinary Tech, Tech Team Leader  
Veterinary Asst Statutory

### **Sales Support**

Box Office Coordinator I-II  
Guest/Client Supv  
Guest/Client Svcs Agent I-II  
Mgr Sales Mktg  
Purchasing Agent II-IV  
Purchasing Assistant  
Retail Associate  
Sales Asst II-IV

### **Administrative Support**

AAD Program Assistant, AAD  
Program Assistant II  
Accounts Rep II-V, C03-C04  
Administrative Assistant I-V, C02-04  
Applications Systems Assistant II  
Bldg Coord II-III, CO2  
Bldg/Facil Coord IV-V  
Collections Asst I-V, C02  
Communications Assistant II-V  
Coord Conference I  
Data Reporting Coordinator  
Diversity/Inclusion Asst V  
Facilities Coord Projects I  
Gallery Preparator I-II  
Gift Processing Assistant II-IV  
Human Resources Asst III-V  
Mail Preparation Assistant IV-VI  
Mail Processor I-IV  
Museum Security/Coordinator  
Office Asst  
Preservation Asst I-V  
Print Prod Assoc I  
Program Assistant I-II  
Prospect Development Associate  
Public Svcs Asst I-V, C04  
Publications Asst II-IV  
Real Estate Asst  
ROTC Support Staff  
Stockkeeper II-III  
Student Services Asst III-V  
Technical Svcs Asst I-V  
Transportation Service Rep 1-3  
Visual/Hearing Impaired Intrpr  
Web Design Assistant

### **Laborers**

Animal Attendant S04-S08  
Crew Leader S10-S11  
Dairy Worker S04-S08  
Field Assistant I-III, S04-S10  
Field Coordinator  
Gardener S06-S11  
Greenhouse Worker, Grower S07,  
Hd S08-S11  
Groundsworker, Grounds Worker  
S04-S08  
Laboratory Attd S01-S05  
Material Handler S03-S10  
Milk Plant Worker S04-S09  
Orchard Worker S07, Hd S08-S10  
Print Machine Operator

### **Craftspersons**

ACRefrig Mech/Elect, Apprentice,  
Foreperson, GenForeper  
ACRefrig Mech/Plumb, Apprentice,  
Foreperson, Gen

Association Facilities Coordinator I  
Asst Boiler Operator  
Boat Rigger S07- S09  
Boil Op Wtr Plnt Treatmt Tech,  
Boiler Operator WTP Tech,  
WTP Tech Relief, Trainee  
Carpenter Apprentice, Foreperson,  
General Foreperson, REG  
CHP Asst Machine Operator  
CHP Sr Plant Operator 7-8, Relief  
Operator  
Control Person-EMCS Apprentice  
Control Tech/Elect, Apprentice,  
Foreperson, Gen Foreper  
Control Tech/Plumber, Apprentice,  
Foreperson, GenForeper  
Digital Copy Operator S06-S08  
Dupl Mach Oper S07  
Electrician, Apprentice, Foreperson,  
General Foreperson  
Equip Oper S06-S11  
Equipment Tech I-V  
Genrl PM Mechanic  
I&C Mechanic  
Maintenance Assistant  
Mason, Apprentice, Foreperson,  
General Foreperson  
Mech Maint S03-S11, Sr  
Mech Vehicle S04-S11  
Mech Vendng S06  
Mechanic Welder  
Multi-Trade Technician I-V  
Painter, Apprentice, Foreperson,  
General Foreperson  
Plumber, Apprentice, Foreperson,  
General Foreperson  
Print Machine Operator S09-S10  
Sheet Metal Worker, Apprentice,  
Foreperson, Gen Foreperson  
Sr CHP WTP Operator  
Sr I&C Environmental Technician  
Sr I&C Mechanic Environ Tech  
Sr I&C Tech  
Sr Mech CWP Maint Mech & Oper  
Sr Mechanic, Genrl PM Mechanic,  
Plant Relief Oper, Welder,  
WFP Tech & Oper, WTP Tech &  
Oper  
Sr Telecommunications Coord  
Steamfitter  
Tinner  
Trade Shop Asst, Foreperson,  
General Foreperson  
Utility Operator I-II, II U02, III, III  
U03  
Vehicle Mechanic I-III  
WFP Plant Operator, Trainee  
WTP Operator



**Servicepersons**

Accreditation Officer

Baker 1-3

Bell Captain, Bell Person

Building Security I-II

Clinic Aide S03-S04

Cook S04-S09, Short Order

Crime Prev Ofcr Cornell Police

Custodian Head S04-S06

Custodian I, S02-S04

Dish Machine Operator S02

Dispatcher S07-S08

Driver CU Bus S07-S08

Driver Delivery S04-S07

Food Service Worker S01-S06

Greenhouse Grower S05

Lead Arborist

Lifeguard

Motor Coach Operator

Patrol Ofcr Cornell Police

Restaurant Svc Coord I-II

Rink Asst

Sr Field Coord

Telecomm Ofcr Cornell Police

Waitperson

**Appendix C.** Office space guidelines for faculty and academic non-faculty positions at Cornell. Job titles, listed below the table, roll up to the position types used to determine office space guidelines.

Position Type	Space Type <sup>1</sup>	Office ASF	Support <sup>2</sup> ASF
President	Private	400	80
Provost, Deans	Private	320	80
Senior Vice Provosts	Private	300	80
Vice Provosts	Private	280	60
Department Chairpersons <sup>3</sup> , Directors	Private	200	60
Assistant Directors, Associate Chairpersons	Private	160	60
Professorial	Private	160	40
Instructors, Research Associates, Scholars, Fellows, Scientists	Private or Shared	120	40
Emeriti	Private or Shared	80	12
Librarians, Archivists	Shared or Open Plan	80	12
Postdocs, Residents	Shared or Open Plan	80	12

Table 2. Cornell office space guidelines for faculty and academic non-faculty positions.

**President**

President

**Provost, Deans**

Dean, Acting Dean  
Deputy Provost  
Fellow Provost  
Provost  
Sr Vice Provost  
Vice Pres Acad

**Vice Provosts**

Dean Academic  
Dean Assoc  
Dean Grad School  
Deputy Dean  
Vice Provost, Vice Provost Assoc

**Dept Chairpersons & Directors**

Dept Chairperson, Dept Chairperson Acting  
Director, Dir Acad, Dir Assistant Acad, Dir Assoc, Dir Acting  
House Dean  
Senior University Advisor

**Assistant Directors, Associate Chairpersons**

Dept Chairperson Assoc  
Dir Assoc Acad, Acting

Dir Asst

**Professorial**

Andrew D. White Prof-At-Large  
Clinical Professor, Assoc  
Clinician Sr  
Endowed Professorship  
Professor  
Professor Acting, Adjunct, Assistant, Associate, Courtesy, Leading  
Professor of Practice Assoc, Asst  
Research Professor Assoc, Asst

**Instructors, Research Associates, Scholars, Fellows, Scientists**

Academic Non-Professorial  
Assistant Clinical Professor, Clinical Prof Visiting, Assoc, Asst  
Extension Associate, Ext Assoc Sr  
Fellow, Sr, Visiting  
Instructor, Courtesy, Visiting  
Lecturer, Lecturer Sr, Courtesy, Courtesy Sr, Visiting, Visiting Sr  
Principal Research Scientist  
Prof Visiting, Assoc, Asst, of Practice  
Research Associate, Res Assoc Sr  
Research Scientist  
Scholar Sr, Visiting, Visiting Sr  
Scientist Sr, Visiting, Visiting Sr

Teach Assoc

**Emeriti**

Dean Emerita, Emeritus  
President Emeritus  
Prof Emerita, Emeritus  
Provost Emeritus  
Senior Vice President Emeritus  
Senior Vice Provost Emeritus  
Sr Clinician Emeritus  
Staff Emeritus  
Vice President Emeritus  
Vice Provost Emeritus

**Librarians, Archivists**

Archivist I-III, Assoc I-II, Asst, Sr Asst  
Critic Visiting  
Librarian I-II, Assistant, Sr Assistant  
Library Acting Univ  
Library Assistant Univ  
Library Assoc I, Univ  
Library III Asst Dir

**Postdocs, Residents**

Gannett Resident  
Postdoc Assoc, Postdoc Fellow  
Sr Vet Resident  
Vet Intern  
Vet Resident

<sup>1</sup> Space type is based on traditional models of space allocation. See "Achieving Office Allocations through a Variety of Space Types" in the text for a discussion of the need for project teams to consider more open plan and/or other forms of shared office space when reallocating or renovating existing space or building new.

<sup>2</sup> Support space includes conference and meeting room space, reception space, and office service space (mail, break areas, photocopying, supplies, student desks, etc.). This space is summed across all individuals and roles in the unit to create a total square footage that is then allocated according to functional needs.

<sup>3</sup> See the text section "Multiple Offices" regarding the distribution of space allocated to a department chair position.

**Appendix D.** Office space guidelines for student and temporary positions at Cornell. Job titles, listed below the table, roll up to the position types used to determine office space guidelines.

<b>Position Type</b>	<b>Space Type<sup>1</sup></b>	<b>Office ASF</b>	<b>Support<sup>2</sup> ASF</b>
Graduate Student Positions	Shared or Open Plan	60	0
Other Student Workers (office space required)	Shared Workstation	20	0

Table 3. Cornell office space guidelines for student and temporary positions.

**Grad Students**

Graduate Assistant  
 GRA - Resident Advisor  
 Grad Teach/RsrchSpec  
 Graduate Research Assistant  
 Graduate Student Lecturer  
 Research Assistant Grad  
 Research Intern  
 Teaching Assistant Grad

Temp Serv Prof  
 Temp Serv Prof Exempt  
 Temp Serv Sales  
 Temp Serv Svc  
 Temp Serv Tech  
 Temp Sheet Metal Worker 112  
 Temp Telecomm Officer CPU  
 Temp UAW Campus Life Seasonal  
 Temp UAW Summer Scheduling  
 Temp Univ Service Officer CPU

**Other Student Workers**

Student Acad Serv Asst I-IV  
 Student Admin Asst I-IV  
 Student Art/Ent Asst I-IV  
 Student Athletic Coach  
 Student Athletic Instructor  
 Student Athletic Serv Asst I-IV  
 Student Athletic Trainer  
 Student Commun Serv Asst I-IV  
 Student Computer Asst I-III  
 Student Food/Hosp Asst I-IV  
 Student Labor/Facil Asst I-IV  
 Student Library Asst I-IV  
 Student Research/Field/Lab Asst IV  
 Student Research/Lab Asst I-III

**No Space Guideline**

Intern  
 Resident Advisor-UnderGrad  
 Student Waitstaff/Bellman  
 Summer Student  
 Temp Carpenter 603  
 Temp Electrician 241  
 Temp Laborer 589  
 Temp Mason 008  
 Temp Painter 178  
 Temp Patrol Officer CPU  
 Temp Plumber 267  
 Temp Serv Academic  
 Temp Serv Clerk  
 Temp Serv Labor  
 Temp Serv Oper

<sup>1</sup> Space type is based on traditional models of space allocation. See “Achieving Office Allocations through a Variety of Space Types” in the text for a discussion of the need for project teams to consider more open plan and/or other forms of shared office space when reallocating or renovating existing space or building new.

<sup>2</sup> Support space includes conference and meeting room space, reception space, and office service space (mail, break areas, photocopying, supplies, student desks, etc.). This space is summed across all individuals and roles in the unit to create a total square footage that is then allocated according to functional needs.