PURPOSE
Oregon State University has space standards and planning guidelines for use in the physical development, evaluation, and assignment of spaces. The standards should be interpreted consistent with OSU’s mission, goals, and strategic objectives. Facilities needs are projected on appropriate unit sizes (room size, station size, etc.), program bases and relevant criteria based upon national standards for space utilization. Examples are spaces for activities or functions such as instruction, research, public services, physical education, libraries and spaces for the physical plant. These space standards were developed for use by Oregon State University to provide and make available a fair and equitable space allocation program.

Note: The specifications below are meant to provide a generalized model for units, which may need to be modified in consultation with unit leadership to accommodate local realities.

OFFICE FACILITIES
Regular Appointments
The University Space Committee evaluates office space requirements of academic, administrative and service units according to the priorities listed below. The guideline square foot allocation is identified by position type, which reflects the paid and active academic and administrative staff positions in their units. The total FTE for each unit is reported from the Human Resources Information System (HRIS).

<table>
<thead>
<tr>
<th>Position Type</th>
<th>RANGE OF SF PER STATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>350</td>
</tr>
<tr>
<td>Vice Presidents/Deans</td>
<td>250</td>
</tr>
<tr>
<td>Department Heads/Chairs, Directors, Associate VP</td>
<td>190</td>
</tr>
<tr>
<td>Faculty/Professional Faculty</td>
<td>150</td>
</tr>
<tr>
<td>Classified staff</td>
<td>100</td>
</tr>
</tbody>
</table>

The calculation takes into account 1) the base office space needs of the core faculty and staff 2) the average size of faculty offices in OSU space 3) an additional 10% for academic units to accommodate needs for visiting, courtesy, and emeritus faculty.

GRADUATE STUDENTS
Graduate Students are an integral part to academic programs at OSU. The University Space Committee evaluates graduate student offices based on each unit’s needs.

Determining Office Space Allocation for Graduate Students
The OSU Enrollment Summary is the most standard reporting tool to use to determine a department’s graduate student population. The following formula is established to calculate the allowable office space for graduate students:

\[
[\text{TOTAL GRADUATE STUDENT HC}^1] \times [85\%] \times [65\text{SF}] = [\text{Total Guideline Graduate Student Office Space}]
\]

This calculation is based on current practices across campus, where approximately 80-90% of OSU’s graduate students support the teaching and research mission to the degree that they are provided office space.

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1 Data reported from current Fall Term Enrollment Summary.
Office Facilities General Description
Office facilities include both offices and office related service areas. An office is defined as a room or suite of rooms equipped with desks, chairs, files, bookcases, computers, etc. that is assigned to one or more persons primarily for the performance of administrative duties other than meeting of classes. An office service area is defined as an area, which directly supports an office (or group of offices) as an extension of the activities in an office.

Approved by the University Space Committee, [DATE]
Approved by the Provost and Executive Vice President, and Vice President for Finance and Administration, May 28, 2008