

Appendix A: General Guidelines for Office Space Allocations

The following general guidelines apply to new construction and to assist in the allocation of existing space when practicable. Being general in nature, these guidelines may not be applicable under all circumstances, and there may be significant variation in the application of these guidelines to specific situations.

Suffolk University General Guidelines for Office Space Allocations		
Category	Space Configurations	Sq Ft Range
Dean	Private Office/Window	200-300
Associate Dean	Private Office/Window	150-250
Department Chairs/ Program Directors	Private Office/Window	125-200
FT Faculty	Private Office/Window or Private Office/No Window	100-150
FT Instructor	Private Office/No Window or Shared Office or Cubicle	100-125
FT – NTT	Private Office/No Window or Shared Office or Cubicle	50-150
Research Faculty	Shared Office/No Window	50-150
Law School Emeriti	Shared Office/No Window	50-150
Lecturers	Workstation or desks in designated open areas on a hoteling basis	
Directors/Assistant Deans	Private Office	125-200
Managers/Assistant Directors	Private Office or Shared Office	100-150
Professional Staff non-Manager	Private Office/No Window; Shared Office or Workstation	50-150
Assistant Managers/ Supervisors	Workstation/Private Office	50-100/100-120
Administrative Support Staff	Shared Office/No Window; Open Office; Workstation; Cubicle	50-100
President	Private Office/Window	300+
Vice Presidents/Provost	Private Office/Window	150-250
Assistant Vice Presidents/ Vice, Associate, and Assistant Provosts	Private Office/Window	150-250