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[1] 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[2] (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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[1] These Principles can be found on the Space Planning Resources page at http://dbp.cornell.edu/home/offices/space-planning/resources/.
[2] 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

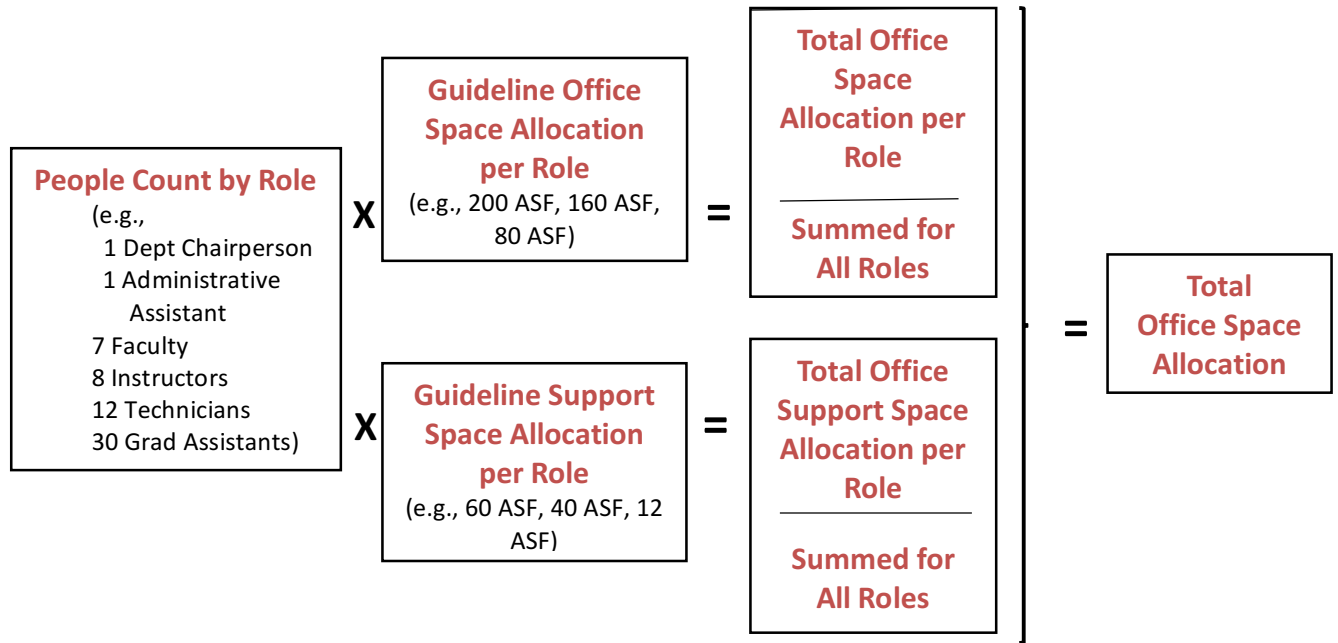Director of Capital & Space Planning | 607-255-2557 | spaceplanning@cornell.edu

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.

| People Count by Role (e.g., 1 Dept Chairperson, 1 Administrative Assistant, 7 Faculty, 8 Instructors, 12 Technicians, 30 Grad Assistants) | X | Guideline Office Space Allocation per Role (e.g., 200 ASF, 160 ASF, 80 ASF) | = | Total Office Space Allocation per Role ———— Summed for All Roles | | = | Total Office Space Allocation |

X Guideline Support Space Allocation per Role (e.g., 60 ASF, 40 ASF, 12 ASF) = Total Office Support Space Allocation per Role ———— Summed for All Roles

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[1]	Office ASF	Support[2] 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[3]	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

[1] 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.

[2] 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.

[3] 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-IV
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 Forener
Control Tech/Plumber, Apprentice,
	Foreperson, GenForper
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[1]		Office ASF	Support[2] ASF
President		Private	400	80
Provost, Deans		Private	320	80
Senior Vice Provosts		Private	300	80
Vice Provosts		Private	280	60
Department Chairpersons[3], 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

[1] 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.
[2] 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.
[3] 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.

Position Type	Space Type[1]	Office ASF	Support[2] ASF
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

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

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

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[1] 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.
[2] 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.