

## Office Size Standards\*

Classification	Private Office/Cubicle	Square Foot
TA/TF/GA/RA/SA	Cubicle	35-50 SF
Admin/Clerical Staff	Cubicle	60-80 SF
Faculty/Staff	Private Office	120-130 SF
Dept. Chair/Director	Private Office	140-150 SF
Associate Dean or Equiv.	Private Office	150-160 SF
Dean/AVP	Private Office	170-180 SF
Vice President	Private Office	250-300 SF

Per policy, no faculty member, administrator, or staff member may be assigned more than one office except in extenuating circumstances and must be approved by the President.

Changes in space that occur as a result of moving occupants must be reported to the Office of Space Planning and Management (SPM) utilizing the Move Notification Form on the SPM website at <https://space.unt.edu/osmp/forms/forms>. All changes must be reported within 30 days of relocation, per State regulations. It is the occupying department's responsibility to submit this notification to SPM.

\*Office sizes are determined based on the Texas Higher Education Coordinating Board (THECB) standards, Texas universities, peer institutions, and space allocation best practices and trends within higher education.