

CPFM Department: Planning & Design	SOP Number: CPFM-PD-1
	Effective Date: 9/1/25
Title: Office / Workstation Size Standards	Revision Date: 5 years
	End Date: Indefinite
Signature:	Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)

**POLICY:** Office / Workstation Size Standards

**PURPOSE:** To provide office and workstation space standards for Case Western Reserve University.

**PROCEDURE:** Office and workstation space allocations are determined by position title and frequency of use (hybrid work). Existing buildings and layouts may require net assignable square foot (NASF) allocations outside the ranges shown in the table below if adjusting walls or renovating space is cost prohibitive. Work type may also drive different workspace types or NASF allocations.

#	Employee Title (Academic/Staff)	Workspace Type	NASF/Person
1	President / Provost / Executive VP / Senior VP / Dean	Private Office	180 - 300
2	Vice President / Vice Provost	Private Office	150 - 200
3	Dept Chair / Tenured Faculty / Tenure Track Faculty	Private Office	120 - 150
4	Assoc or Asst Provost / Vice, Assoc, or Asst Dean / Assoc or Asst VP	Private Office	100 - 150
5	Full-time Non-Tenure Faculty / Executive Director	Private Office or Workstation	100 - 140
6	Senior Director / Director	Private Office or Workstation	100 - 120
7	Assoc or Asst Director (non-hybrid)	Private Office or Workstation	80 - 120
8	Full-time Staff	Private Office or Workstation	60 - 100
9	Assoc or Asst Director / Staff (hybrid)	Office or Workstation (private/shared/hoteling)	40 - 80 (overall if Hoteling) (per person if Private or Shared)
10	Part-time Staff / Part-time Non-Tenure Faculty	Office or Workstation (shared/hoteling)	40 - 80 (overall if Hoteling) (per person if Shared)
11	Grad / Post Doc / Grad Researcher	Workstation (hoteling) or Open Room	40 - 60 (overall if Hoteling) (per person if in Open Room)

**Notes:**

1. These size standards were developed through benchmarking against Brown University, the California State University system, Cornell University, Georgia Institute of Technology, Rutgers University, and Virginia Polytechnic Institute and State University.
2. Specific academic titles and positions with varying duties may warrant larger or smaller offices spaces to be determined in collaboration with the Office of the Provost and CPFM.