



Office Space Analysis Update August 2014

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Office Space Analysis Overview

Comprehensive Facilities Planning, Inc. (CFP) in July 2012 completed a space utilization study for the University of West Georgia (UWG) that included an analysis of existing office space. Now, after extensive updates to the 2013 space inventory by UWG facilities staff, CFP refreshed the data and herein has produced an update to the office space analysis. The updated calculations and report mirror the format of the 2011 report section of the *Summary Findings of Existing Condition* report. CFP replicated the process used in the 2011 study, so the results will illustrate shifting trends and patterns within the university's facilities support structure. This version of the report includes summaries of the administrative offices that were not in the 2011 version.

This update of the Office Analysis section of the 2011 report focuses exclusively on office and office service space for the Carrollton campus. Table 1 summarizes the current office and office support space inventory by room type.

Table 1: Offices and Support Space by Room Types - 2013

Office Type	Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Office	Occupants Per Office	
Offices									
301	President's Office	1	511	1	1	511.0	511.0	1.0	1.0
302	Vice President's Office	4	1,432	4	4	358.0	358.0	1.0	1.0
303	Dean's Office	10	2,594	11	11	259.4	235.8	1.1	1.1
304	Asst/Assoc. Administrator	23	4,656	23	22	202.4	202.4	1.0	1.0
305	Director/Chair Office	90	20,404	137	80	226.7	148.9	1.5	0.9
306	Asst/Assoc. Director Office	52	9,547	66	43	183.6	144.7	1.3	0.8
310	Office	77	12,056	89	31	156.6	135.5	1.2	0.4
311A	Professor Faculty Office	70	11,297	70	69	161.4	161.4	1.0	1.0
311B	Associate Professor Faculty Office	89	11,934	89	91	134.1	134.1	1.0	1.0
311C	Assistant Professor Faculty Office	126	16,323	127	127	129.5	128.5	1.0	1.0
311D	Instructor Office	18	2,923	26	31	162.4	112.4	1.4	1.7
311E	Lecturer Office	39	4,644	41	42	119.1	113.3	1.1	1.1
311F	Limited Term Faculty Office	43	6,628	57	54	154.1	116.3	1.3	1.3
311G	Emeritus Faculty Office	3	340	3	2	113.3	113.3	1.0	0.7
311J	Visiting Faculty Office	2	291	2	2	145.5	145.5	1.0	1.0
312	Administrative Office	22	4,072	29	30	185.1	140.4	1.3	1.4
313	Clerical Office	90	24,137	167	139	268.2	144.5	1.9	1.5
314	Staff Office	440	71,029	604	482	161.4	117.6	1.4	1.1
316	Faculty Studio	15	3,230	18	15	215.3	179.4	1.2	1.0
320	Graduate Student Office	44	10,079	138	102	229.1	73.0	3.1	2.3
321	Post-Doctoral Student Office	1	174	1	1	174.0	174.0	1.0	1.0
322	Student Worker Office	20	4,061	86	49	203.1	47.2	4.3	2.5
325	Adjunct Faculty Office	25	4,507	55	62	180.3	81.9	2.2	2.5
330	Student Organization Office	6	1,403	23	11	233.8	61.0	3.8	1.8
Subtotal Offices		1,310	228,272	1,867	1,501	174.3	122.3	1.4	1.1
Office Support									
315	Office Service Area	318	38,181	120	41	120.1			
350	Conference Room	79	26,260	904	57	332.4			
355	Conference Room Service	4	209	0	0	52.3			
360	Faculty/Staff Lounge	48	7,498	63	6	156.2			
370	Private Restroom	15	638	0	0	42.5			
380	Office Waiting Room	12	3,613	49	2	301.1			
390	Interior Office Circulation	11	2,301	9	0	209.2			
Subtotal Office Support		487	78,700	1,145	106	161.6			

Office Type	Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Office	Occupants Per Office
Total Offices - 2013	1,797	306,972	3,012	1,607	170.8			
Total Offices - 2012	1,662	285,841	2,631	N/A	172.0			
Total Offices - 2011	1,549	264,914	2,439	1,489	171.0			

- The 2011 study included a total of 1,549 rooms and 264,914 assignable square feet (ASF) allocated on the Carrollton campus. This current study reports more than 1,797 rooms and 306,927 assignable square feet committed to office functions. The number of rooms increased from 2011 by 248 or 16%, while the square feet increased by more than 42,000 ASF or just under 16 percent. In addition, the number of total seats increased by 573 and occupants by 118.
- Within these rooms, 1,867 stations accommodate one or more of the 1,597 (headcount) personnel in each room. From a full-time equivalent (FTE) perspective, 1,266 employees work in the 1,310 offices, with a small proportion of the rooms accommodating more than one employee.
- The remaining offices house more than 560 undergraduate student workers and others who only require intermittent access to office space.
- Among 1,310 rooms classified as offices, the average office size is 174.3 ASF while each work station averages 122.3 ASF. The number of seats per office averages 1.4 and 1.1 occupants per room.

Office Space Allocation

Table 2 displays the distribution of office space across all divisions.

Table 2: Office Type Assignable Square Feet by Division or College

Office Type	Academic Affairs	Business and Auxiliary Services	Business and Finance	Campus Wide	College of Arts and Humanities	College of Education	College of Science and Math	College of Social Sciences	Enrollment Management	Extended Learning	Honors College	President	Richards College of Business	School of Nursing	Student Affairs	University Advancement
President												511				
Vice President	511		435												275	211
Dean	266				268	321	238	221		457	233		304	286		
Asst/Assoc VP/Dean	569	270	488		128	431	245	338		207			534	468	539	439
Director/Chair	711	622	2,216	168	2,123	4,360	1,767	1,809	1,139	467		645	1,248	130	1,885	1,082
Asst/Assoc. Director	122	867	522		283				1,647						3,519	2,442
Office			37	396	454	1,103	850	284				433	62	1,588	3,484	3,589
Professor					2,668	1,202	3,283	1,576					2,221	347		
Associate Professor					2,541	3,066	3,465	1,412					1,450			
Assistant Professor					3,032	3,630	3,023	3,635					956	2,047		
Instructor					1,108	820		784					92	119		
Lecturer Office					1,066	368	1,068	658					1,361	123		
Limited Term					2,443	456	2,005	1,020						704		
Emeritus							340									
Visiting Faculty							164						127			
Administrative	1,092	340	2,775			271									338	

Office Type	Academic Affairs	Business and Auxiliary Services	Business and Finance	Campus Wide	College of Arts and Humanities	College of Education	College of Science and Math	College of Social Sciences	Enrollment Management	Extended Learning	Honors College	President	Richards College of Business	School of Nursing	Student Affairs	University Advancement
Clerical	1,721	1,980	2,623	828	1,587	2,236	2,576	1,714	1,582	1,282	1,499	1,175	107	2,607	620	
Staff	5,907	4,322	8,500	1,180	1,807	3,533	2,323	1,338	7,569	3,552	1,192	9,610	1,861	566	8,164	8,703
Office Service	2,546	1,112	4,212	551	2,652	5,536	2,533	2,268	3,655	413	437	2,328	598	1,567	4,660	3,219
Faculty Studio					3,230											
Graduate Student				502	1,206	380	1,055	658	740	363	145		140	511	3,434	945
Post Doctoral																174
Student Worker	351		75		130	175		417	1,342		145	279			1,147	
Adjunct Faculty					1,791	611	881	279				90	281	574		
Student Organization								666							737	
Conference Room	1,778	1,615	1,156	250	2,137	2,290	2,522	2,293	735		775	822	1,265	3,210	2,008	3,404
Conf. Room Service	5						87	34								88
Faculty/Staff Lounge	285		678	227	262	1,199	614	509	580		207	184	273	774	1,300	406
Private Restroom	74	25					90		109		33				81	226
Waiting Room				418		286	260		1,375		240				517	517
Interior Circulation				467	250	1,216	254								114	
Totals - 2013	15,938	11,153	24,602	4,102	31,166	33,577	29,590	21,879	20,473	6,741	3,407	16,401	13,948	13,121	35,071	25,803
Totals - 2011	22,362	9,073	25,320	0	25,320	26,644	29,397	19,383	19,461	0	4,076	21,172	13,089	3,542	22,083	14,233

- Across campus, the growth in office space within the divisions signaled the University strategic emphasis to upgrade outdated spaces and to grow employee numbers where the greatest need appeared.
- Office and support space in the Colleges of Art and Humanities and the College of Education each grew approximately 20 percent from 2011, while the College of Science and Mathematics, the College of Social Sciences, and Richards College of Business remained relatively stable.
- The largest gains in office space occurred in one academic college and two administrative divisions: the School of Nursing, the Student Affairs Division, and the University Advancement Division. The new School of Nursing Building increased office space by 370 percent, 3,542 ASF to 13,321 ASF thereby addressing a severe office shortage identified in 2011. Student Affairs gained half again as much office space as it had in 2011, moving from 22,000 ASF to 35,000 ASF. Part of this gain resulted from the reorganization that moved departments like Institutional Diversity into the division and from the new upgraded space for Housing and Residence Life. University Advancement’s space increased by about 11,500 ASF. The changes within this division are attributed to the opening of the new UWG Design Center and Stadium Administration Office facilities.
- Conversely, Academic Affairs Division, the President’s Office units, and Honors College both reduced their office space amounts during this period.

Academic College Offices

A more focused review of the office space assigned to the academic colleges highlights certain issues related to these units. This review is subdivided into four major office types: faculty, adjunct faculty, graduate students and administrative.

Faculty Offices

Table 3 below summarizes the current supply of offices for full time faculty and instructors.

Table 3: Faculty Offices by College

College/ Office Type		Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Room	Occupants per Room
College of Arts and Humanities									
311A	Professor Faculty Office	18	2,668	18	18	148.2	148.2	1.0	1.00
311B	Associate Professor Faculty Office	18	2,541	18	19	141.2	141.2	1.0	1.06
311C	Assistant Professor Faculty Office	21	3,032	20	21	144.4	151.6	1.0	1.00
311D	Instructor Office	4	1,108	9	9	277.0	123.1	2.3	2.25
311E	Lecturer Office	10	1,066	11	10	106.6	96.9	1.1	1.00
311F	Limited Term Faculty Office	16	2,443	24	22	152.7	101.8	1.5	1.38
316	Faculty Studio	15	3,230	18	15	215.3	179.4	1.2	1.00
Subtotals Arts and Humanities		102	16,088	118	114	157.7	136.3	1.2	1.12
College of Education									
311A	Professor Faculty Office	10	1,202	10	9	120.2	120.2	1.0	0.90
311B	Associate Professor Faculty Office	25	3,066	25	25	122.6	122.6	1.0	1.00
311C	Assistant Professor Faculty Office	31	3,630	32	32	117.1	113.4	1.0	1.03
311D	Instructor Office	7	820	8	7	117.1	102.5	1.1	1.00
311E	Lecturer Office	4	368	3	3	92.0	122.7	0.8	0.75
311F	Limited Term Faculty Office	4	456	4	4	114.0	114.0	1.0	1.00
Subtotals Education		81	9,542	82	80	117.8	116.4	1.0	0.99
College of Science and Math									
311A	Professor Faculty Office	14	3,283	14	14	234.5	234.5	1.0	1.00
311B	Associate Professor Faculty Office	24	3,465	24	25	144.4	144.4	1.0	1.04
311C	Assistant Professor Faculty Office	22	3,023	22	22	137.4	137.4	1.0	1.00
311E	Lecturer Office	8	1,068	8	8	133.5	133.5	1.0	1.00
311F	Limited Term Faculty Office	10	2,005	15	13	200.5	133.7	1.5	1.30
311G	Emeritus Faculty Office	3	340	3	2	113.3	113.3	1.0	0.67
311J	Visiting Faculty Office	1	164	1	1	164.0	164.0	1.0	1.00
Subtotals Science and Math		82	13,348	87	85	162.8	153.4	1.1	1.04
College of Social Sciences									
311A	Professor Faculty Office	10	1,576	10	10	157.6	157.6	1.0	1.00
311B	Associate Professor Faculty Office	10	1,412	10	10	141.2	141.2	1.0	1.00
311C	Assistant Professor Faculty Office	27	3,635	28	27	134.6	129.8	1.0	1.00
311D	Instructor Office	5	784	7	13	156.8	112.0	1.4	2.60
311E	Lecturer Office	4	658	4	4	164.5	164.5	1.0	1.00
311F	Limited Term Faculty Office	7	1,020	8	9	145.7	127.5	1.1	1.29
Subtotals Social Sciences		63	9,085	67	73	144.2	135.6	1.1	1.16
Richards College of Business									
311A	Professor Faculty Office	15	2,221	15	15	148.1	148.1	1.0	1.00
311B	Associate Professor Faculty Office	12	1,450	12	12	120.8	120.8	1.0	1.00

College/ Office Type	Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Room	Occupants per Room
311C Assistant Professor Faculty Office	8	956	8	8	119.5	119.5	1.0	1.00
311D Instructor Office	1	92	1	1	92.0	92.0	1.0	1.00
311E Lecturer Office	12	1,361	14	16	113.4	97.2	1.2	1.33
311J Visiting Faculty Office	1	127	1	1	127.0	127.0	1.0	1.00
Subtotals Business	49	6,207	51	53	126.7	121.7	1.0	1.08
School of Nursing								
311A Professor Faculty Office	3	347	3	3	115.7	115.7	1.0	1.00
311C Assistant Professor Faculty Office	17	2,047	17	17	120.4	120.4	1.0	1.00
311D Instructor Office	1	119	1	1	119.0	119.0	1.0	1.00
311E Lecturer Office	1	123	1	1	123.0	123.0	1.0	1.00
311F Limited Term Faculty Office	6	704	6	6	117.3	117.3	1.0	1.00
Subtotals Nursing	28	3,340	28	28	119.3	119.3	1.0	1.00
Totals Faculty Offices - 2013	405	57,610	433	433	142.2	133.0	1.1	1.07
Totals Faculty Offices - 2011	398	57,200	468	406	143.7	122.2		1.02

- The six academic colleges have 57,610 assignable square feet in 405 rooms identified as faculty offices. This was a net gain of seven offices and 410 square feet. There were five offices identified for emeritus faculty (3) and visiting faculty (2). This supply houses 419 faculty rank positions as reported by the Human Resources department.
- However, the number of occupants (433) reported by the departments exceeds the number of offices and resulting in an average number of occupants per office of 1.07. This data indicate that in some cases, more than one faculty occupy an office.
- The average station size is 133 square feet, which is in line with the University System of Georgia planning module for faculty offices. The average office size is just over 142 square feet, slightly smaller than in 2011.
- Based on the number of reported tenure-track faculty positions, the College of Arts and Humanities and the College of Social Sciences appear to lack private office space for each faculty member. Nursing's previous deficiency of private offices has been addressed. The other colleges are adequately housed.

A more detail analysis of faculty office space is provided in a separate report.

Adjunct Faculty Offices

First priority for office space allocations within colleges and divisions traditionally goes to ranked and tenure-track faculty and full-time staff. If surplus offices remain, then adjunct faculty and graduate students get assigned stations.

Table 4 summarizes the current supply of offices assigned to adjunct faculty, and Table 5 summarizes graduate student offices.

Table 4: Adjunct Faculty Offices by College

College	Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Room	Occupants per Room
College of Arts and Humanities	8	1,791	23	29	223.9	77.9	2.9	3.6
College of Education	2	611	5	13	305.5	122.2	2.5	6.5
College of Science and Math	6	881	8	8	146.8	110.1	1.3	1.3
College of Social Sciences	2	279	2	2	139.5	139.5	1.0	1.0
Richards College of Business	3	281	3	4	93.7	93.7	1.0	1.3
School of Nursing	3	574	13	5	191.3	44.2	4.3	1.7
Totals Adjunct Offices - 2013	24	4,417	54	61	184.0	81.8	2.3	2.5
Totals Adjunct Offices - 2011	24	3,737	41	46	155.7	91.1	1.7	1.9

- Although the number of adjunct faculty offices has remained the same (24), the square feet area reported has increased by 688 ASF or just over 18% since 2011. The 24 offices have 54 stations and are designated for 121 headcount adjunct faculty. The average station size is just over 91 square feet.
- Adjunct faculty in the College of Education and Arts and Humanities are inadequately housed. The space in the other colleges appears to be adequate.

Graduate Student Offices

Table 5: Graduate Student Offices by College

College	Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Room	Occupants per Room
College of Arts and Humanities	3	1,206	19	19	402.0	63.5	6.3	6.3
College of Education	4	380	5	17	95.0	76.0	1.3	4.3
College of Science and Math	7	1,055	17	13	150.7	62.1	2.4	1.9
College of Social Sciences	4	658	6	13	164.5	109.7	1.5	3.3
Honors College	1	145	1	1	145.0	145.0	1.0	1.0
Richards College of Business	1	140	1	2	140.0	140.0	1.0	2.0
School of Nursing	2	511	16	1	255.5	31.9	8.0	0.5
Totals Grad Offices - 2013	22	4,095	65	66	186.1	63.0	3.0	3.0
Totals Grad Offices - 2011	23	3,940	53	47	171.3	74.3	2.0	2.0

- There are 22 offices (65 seats) totaling 4,095 square feet assigned to house 142 graduate students. The average station size is 63.0 square feet. Although the number of rooms dropped from 2011 by one, the number of seats and total square feet allocations increased.
- Social Sciences and Education provide the average station size for graduate students, while the other colleges adequately house their students.

College Administrative Offices

Another group of offices consumes a sizable amount of floor area and generates perhaps the highest hourly utilization is administrative offices within each college. These rooms serve a variety of purposes, and vary in size and use according to specific program needs, locations, physical design, and functionality.

Table 6: Summary of Academic College Administrative Offices

Division/ Office type	Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Room	Occupants per Room
College of Arts and Humanities								
Dean's Office	1	268	1	1	268.0	268.0	1.0	1.0
Asst/Assoc. Dean	1	128	1	1	128.0	128.0	1.0	1.0
Director/Chair Office	10	2,123	10	10	212.3	212.3	1.0	1.0
Asst/Assoc. Director Office	2	283	2	2	141.5	141.5	1.0	1.0
Office	2	454	3	2	227.0	151.3	1.5	1.0
Clerical Office	7	1,587	11	11	226.7	144.3	1.6	1.6
Staff Office	13	1,807	16	16	139.0	112.9	1.2	1.2
Student Worker Office	1	130	2	1	130.0	65.0	2.0	1.0
College of Arts and Humanities Totals	37	6,780	46	44	183.2	147.4	1.2	1.2
College of Education								
Dean's Office	1	321	1	1	321.0	321.0	1.0	1.0
Asst/Assoc. Dean	2	431	2	2	215.5	215.5	1.0	1.0
Director/Chair Office	12	4,360	40	9	363.3	109.0	3.3	0.8
Office	8	1,103	9	9	137.9	122.6	1.1	1.1
Administrative Office	2	271	3	2	135.5	90.3	1.5	1.0
Clerical Office	10	2,236	15	12	223.6	149.1	1.5	1.2
Staff Office	25	3,533	29	27	141.3	121.8	1.2	1.1
Student Worker Office	2	175	5	6	87.5	35.0	2.5	3.0
College of Education Totals	62	12,430	104	68	200.5	119.5	1.7	1.1
College of Science and Math								
Dean's Office	1	238	1	1	238.0	238.0	1.0	1.0
Asst/Assoc. Dean	2	245	2	2	122.5	122.5	1.0	1.0
Director/Chair Office	8	1,767	8	8	220.9	220.9	1.0	1.0
Office	1	850	2	0	850.0	425.0	2.0	0.0
Clerical Office	10	2,576	23	15	257.6	112.0	2.3	1.5
Staff Office	12	2,323	19	22	193.6	122.3	1.6	1.8
College of Science and Math Totals	34	7,999	55	48	235.3	145.4	1.6	1.4
College of Social Sciences								
Dean's Office	1	221	1	1	221.0	221.0	1.0	1.0
Asst/Assoc. Dean	2	338	2	2	169.0	169.0	1.0	1.0
Director/Chair Office	9	1,809	9	9	201.0	201.0	1.0	1.0
Office	1	284	0	0	284.0		0.0	0.0
Clerical Office	7	1,714	15	18	244.9	114.3	2.1	2.6
Staff Office	8	1,338	13	14	167.3	102.9	1.6	1.8
Student Worker Office	2	417	3	3	208.5	139.0	1.5	1.5
Student Organization Office	1	666	12	0	666.0	55.5	12.0	0.0
College of Social Sciences Totals	31	6,787	55	47	218.9	123.4	1.8	1.5
Honors College								
Dean's Office	1	233	2	2	233.0	116.5	2.0	2.0
Staff Office	8	1,192	10	9	149.0	119.2	1.3	1.1
Office Service Area	7	437	0	0	62.4		0.0	0.0
Graduate Student Office	1	145	1	1	145.0	145.0	1.0	1.0
Student Worker Office	1	145	1	6	145.0	145.0	1.0	6.0
Honors College Totals	18	2,152	14	18	119.6	153.7	0.8	1.0

Division/ Office type	Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Room	Occupants per Room
Richards College of Business								
Dean's Office	1	304	1	1	304.0	304.0	1.0	1.0
Asst/Assoc. Administrator	2	534	2	2	267.0	267.0	1.0	1.0
Director/Chair Office	5	1,248	5	5	249.6	249.6	1.0	1.0
Office	1	62	1	0	62.0	62.0	1.0	0.0
Clerical Office	5	1,175	6	9	235.0	195.8	1.2	1.8
Staff Office	13	1,861	13	12	143.2	143.2	1.0	0.9
Richards College of Business Totals	27	5,184	28	29	192.0	185.1	1.0	1.1
School of Nursing								
Dean's Office	1	286	1	1	286.0	286.0	1.0	1.0
Asst/Assoc. Administrator	3	468	3	3	156.0	156.0	1.0	1.0
Director/Chair Office	1	130	1	1	130.0	130.0	1.0	1.0
Office	14	1,588	16	10	113.4	99.3	1.1	0.7
Clerical Office	1	107	2	0	107.0	53.5	2.0	0.0
Staff Office	4	566	4	4	141.5	141.5	1.0	1.0
School of Nursing Totals	24	3,145	27	19	131.0	116.5	1.1	0.8
Totals College Administrative Offices	233	44,477	329	273	190.9	135.2	1.4	1.2

Table 7 shows the variety of office types found in each college and the average size of each type. These averages are compared against the University of Georgia System office guidelines, included in the right-most column.

Table 7: Average Office Sizes by Type vs. USG Office Guidelines

Office Type	Arts and Humanities	Education	Science and Math	Social Sciences	Honors College	Business	Nursing	USG Guidelines
Dean's Office	268.0	321.0	238.0	221.0	233.0	304.0	286.0	225.0
Asst/Assoc. Administrator	128.0	215.5	122.5	169.0		267.0	156.0	180.0
Director/Chair Office	212.3	363.3	220.9	201.0		249.6	130.0	150.0
Asst/Assoc. Director Office	141.5							
Office	227.0	137.9	850.0	284.0		62.0	113.4	130.0
Professor Faculty Office	148.2	120.2	234.5	157.6		148.1	115.7	130.0
Associate Professor Faculty Office	141.2	122.6	144.4	141.2		120.8		130.0
Assistant Professor Faculty Office	144.4	117.1	137.4	134.6		119.5	120.4	130.0
Instructor Office	277.0	117.1		156.8		92.0	119.0	
Lecturer Office	106.6	92.0	133.5	164.5		113.4	123.0	
Limited Term Faculty Office	152.7	114.0	200.5	145.7			117.3	
Emeritus Faculty Office			113.3					
Visiting Faculty Office			164.0			127.0		
Administrative Office		135.5						130.0
Clerical Office	226.7	223.6	257.6	244.9		235.0	107.0	110.0
Staff Office	139.0	141.3	193.6	167.3	149.0	143.2	141.5	120.0
Faculty Studio	215.3							225.0
Graduate Student Office	402.0	95.0	150.7	164.5	145.0	140.0	255.5	
Student Worker Office	130.0	87.5		208.5	145.0			
Adjunct Faculty Office	223.9	305.5	146.8	139.5		93.7	191.3	

Administrative Divisions

Table 8 below summarizes the office space assigned to the administrative divisions.

Table 8: Summary of Administrative Division Offices

Division/ Office Type	Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Room	Occupants per Room
Academic Affairs								
Vice President's Office	1	511	1	1	511.0	511.0	1.0	1.0
Dean's Office	1	266	1	1	266.0	266.0	1.0	1.0
Asst/Assoc. VP	3	569	3	3	189.7	189.7	1.0	1.0
Director Office	4	711	4	3	177.8	177.8	1.0	0.8
Asst/Assoc. Director Office	1	122	1	1	122.0	122.0	1.0	1.0
Administrative Office	7	1,092	8	3	156.0	136.5	1.1	0.4
Clerical Office	5	1,721	7	7	344.2	245.9	1.4	1.4
Staff Office	33	5,907	53	50	179.0	111.5	1.6	1.5
Student Worker Office	2	351	2	3	175.5	175.5	1.0	1.5
Academic Affairs Totals	57	11,250	80	72	197.4	140.6	1.4	1.3
Business & Auxiliary Services								
Asst/Assoc. VP	1	270	1	0	270.0	270.0	1.0	0.0
Director Office	3	622	2	2	207.3	311.0	0.7	0.7
Asst/Assoc. Director Office	3	867	5	3	289.0	173.4	1.7	1.0
Administrative Office	1	340	4	4	340.0	85.0	4.0	4.0
Clerical Office	5	1,980	7	1	396.0	282.9	1.4	0.2
Staff Office	25	4,322	39	20	172.9	110.8	1.6	0.8
Business & Auxiliary Services Totals	38	8,401	58	30	221.1	144.8	1.5	0.8
Business and Finance								
Vice President's Office	1	435	1	1	435.0	435.0	1.0	1.0
Asst/Assoc. Administrator	2	488	2	2	244.0	244.0	1.0	1.0
Director Office	11	2,216	12	12	201.5	184.7	1.1	1.1
Asst/Assoc. Director Office	4	522	4	3	130.5	130.5	1.0	0.8
Office	1	37	0	1	37.0		0.0	1.0
Administrative Office	15	2,775	17	19	185.0	163.2	1.1	1.3
Clerical Office	9	2,623	22	22	291.4	119.2	2.4	2.4
Staff Office	73	8,500	93	88	116.4	91.4	1.3	1.2
Student Worker Office	1	75	1	1	75.0	75.0	1.0	1.0
Business and Finance Totals	117	17,671	152	149	151.0	116.3	1.3	1.3
Campus Wide								
Director Office	1	168	1	0	168.0	168.0	1.0	0.0
Office	1	172	1	0	172.0	172.0	1.0	0.0
Clerical Office	4	828	6	0	207.0	138.0	1.5	0.0
Staff Office	8	1,180	8	0	147.5	147.5	1.0	0.0
Graduate Student Office	3	502	6	0	167.3	83.7	2.0	0.0
Campus Wide Totals	17	2,850	22	0	167.6	129.5	1.3	0.0
Enrollment Management								
Director Office	6	1,139	6	5	189.8	189.8	1.0	0.8
Asst/Assoc. Director Office	10	1,647	10	9	164.7	164.7	1.0	0.9
Clerical Office	4	1,582	14	11	395.5	113.0	3.5	2.8
Staff Office	38	7,569	68	45	199.2	111.3	1.8	1.2
Graduate Student Office	2	740	24	1	370.0	30.8	12.0	0.5
Student Worker Office	4	1,342	58	10	335.5	23.1	14.5	2.5
Enrollment Management Totals	64	14,019	180	81	219.0	77.9	2.8	1.3
Extended Learning								
Dean's Office	2	457	2	2	228.5	228.5	1.0	1.0

Division/ Office Type	Number of Rooms	Square Feet	Number of Seats	Number of Occupants	Average Room Size	Average Station Size	Seats Per Room	Occupants per Room
Asst/Assoc. Dean	1	207	1	1	207.0	207.0	1.0	1.0
Director Office	3	467	5	2	155.7	93.4	1.7	0.7
Clerical Office	2	1,282	4	1	641.0	320.5	2.0	0.5
Staff Office	18	3,552	32	24	197.3	111.0	1.8	1.3
Graduate Student Office	2	363	5	5	181.5	72.6	2.5	2.5
Extended Learning Totals	28	6,328	49	35	226.0	129.1	1.8	1.3
President								
President's Office	1	511	1	1	511.0	511.0	1.0	1.0
Director/Chair Office	2	645	2	2	322.5	322.5	1.0	1.0
Office	3	433	3	0	144.3	144.3	1.0	0.0
Clerical Office	4	1,499	9	9	374.8	166.6	2.3	2.3
Staff Office	51	9,610	69	62	188.4	139.3	1.4	1.2
Student Worker Office	2	279	5	3	139.5	55.8	2.5	1.5
Adjunct Faculty Office	1	90	1	1	90.0	90.0	1.0	1.0
President Totals	64	13,067	90	78	204.2	145.2	1.4	1.2
Student Affairs								
Vice President's Office	1	275	1	1	275.0	275.0	1.0	1.0
Asst/Assoc. VP	2	539	2	2	269.5	269.5	1.0	1.0
Director Office	10	1,885	17	7	188.5	110.9	1.7	0.7
Asst/Assoc. Director Office	20	3,519	21	14	176.0	167.6	1.1	0.7
Office	27	3,484	26	0	129.0	134.0	1.0	0.0
Administrative Office	2	338	2	2	169.0	169.0	1.0	1.0
Clerical Office	14	2,607	23	20	186.2	113.3	1.6	1.4
Staff Office	51	8,164	70	43	160.1	116.6	1.4	0.8
Graduate Student Office	11	3,434	34	23	312.2	101.0	3.1	2.1
Post-Doctoral Student Office	1	174	1	1	174.0	174.0	1.0	1.0
Student Worker Office	5	1,147	9	16	229.4	127.4	1.8	3.2
Student Organization Office	5	737	11	11	147.4	67.0	2.2	2.2
Student Affairs Totals	149	26,303	217	140	176.5	121.2	1.5	0.9
University Advancement								
Vice President's Office	1	211	1	1	211.0	211.0	1.0	1.0
Asst/Assoc. VP	2	439	2	2	219.5	219.5	1.0	1.0
Director Office	5	1,082	15	5	216.4	72.1	3.0	1.0
Asst/Assoc. Director Office	11	2,442	22	11	222.0	111.0	2.0	1.0
Office	18	3,589	28	9	199.4	128.2	1.6	0.5
Clerical Office	3	620	3	3	206.7	206.7	1.0	1.0
Staff Office	53	8,703	62	46	164.2	140.4	1.2	0.9
Graduate Student Office	4	945	4	7	236.3	236.3	1.0	1.8
University Advancement Totals	97	18,031	137	84	185.9	131.6	1.4	0.9
Totals Administrative Divisions	631	117,920	985	669	186.9	119.7	1.6	1.1

University System of Georgia Office Metrics

The 2011 study answered many new questions that originated from the University System of Georgia Board of Regents Office, which developed new metrics for evaluating office space usage. Table 9 displays the USG Metrics calculations from previous and compares them to this year's calculations.

Table 9: USG Office Metrics

Office Metric	2011	2012	2013
Office stations per Employee FTE	1.90	1.38	1.487
Office ASF per Station	93.24	127.09	122.30
Office ASF per Employee FTE	177.36	175.77	181.20
% Single Station Offices > 150 ASF	33.5%	34.4%	33.1%
Office Service %	31.86%	25.65%	34.44%

Based on these indices, several trends appear during the three years.

- The drop in office stations per employee FTE from 2011 to 2013 indicates a potential increase in the number of single-occupancy offices due to completion of major campus construction projects.
- The average size office fits comfortably within Board of Regents guidelines.
- On average, each employee now works in a slightly larger space.
- The number of single-station office larger than 150 ASF dropped significantly from last year, signaling perhaps a potential data calculation error in last year's percentage. This will be investigated further.
- The proportion of office support space increased this year, perhaps because as office space availability increased, support rooms which had been converted to offices regained their primary purpose of support space.