

**SPACE POLICY
SCHOOL OF HUMANITIES
UNIVERSITY OF CALIFORNIA, IRVINE**

General Policies:

- All building projects require approval by the state of California.
- Every building or renovation project over a certain amount (usually \$25,000) is required to go out to bid.
- The Office of Capital Planning allocates all of the space on campus. It is allocated to the Dean who may then re-allocate the space to the School units. Space must be justified periodically. Any space that cannot be justified according to the rules established by the current Executive Vice Chancellor/Provost is withdrawn from the School.
- Space is allocated by the Dean to the Chair who then may re-allocate the space according to the unit priorities. The Chair is responsible for the management of the space allocated to the unit and is expected to follow the standards set by the campus and school.
- The Dean does not allocate space for journals. However, if it is a unit priority, the Chair may re-allocate space from the unit space allocation for that purpose. Having a journal does not increase the unit's chance for more space.

Office standards: (all in assignable square feet or asf)

- **Faculty offices:** California space standard for faculty offices is 135 asf
- **Emeriti:** California makes no provision for Emeriti offices; the School expects Emeriti to share offices
- **Staff offices:** California space standard for staff offices is 110 asf
- **Lecturer offices:** California does not approve space for lecturer offices; however, the campus standard is 3 lecturers per 135 asf
- **Academic Coordinator offices:** There is no campus standard, but the School recommends that two coordinators be assigned to 135 asf
- **Teaching assistant offices:** Teaching Assistants and Associates qualify for office space only when they have an active appointment. However, having a teaching appointment does not guarantee space. The campus standard for TA's and Associates is 4 to 135 asf.
- **Visiting faculty:** Visiting faculty are expected to share an office. The campus standard is 2 or more to a 135 asf office depending upon the availability of space.
- **Postgraduate researchers:** There is no campus standard, but the School recommends that two postdocs be assigned to 135 asf