

LSUHSC School of Medicine – New Orleans GUIDELINES for ALLOCATION Office and Academic Support Space

- Office and academic support space is considered a valued school resource and is allocated using the same mission-based principles embedded in the financial allocations for the School of Medicine. This space will be allocated by the Dean of the School of Medicine.
- Vacated space is to be cleared of equipment and refuse and cleaned for the next occupant; inventory surplus items and storage materials to be sent off-campus are managed expeditiously.
- The Dean delegates the responsibility for appropriately managing office and support space to the Department Head or Center or Program Director.
- Requests for additional office and support space, accompanied by an objective justification that takes into account the following priorities/principles, are considered by the Dean on a case-by-case basis.
- Priorities for on-campus individual office allocation include:
 - Full-time faculty status
 - Primary locus of activity - on-campus
 - Academic and administrative, rather than clinical, activities
 - No allocation of office at off-campus facility.
- Considerations for on-campus office sharing include:
 - Part-time faculty status
 - Primary locus of activity - off-campus
 - Allocation of office at off-campus facility
 - Non-faculty status – research support, post-doctoral fellow, clerical, administrative assistant, etc.
- Office and support space allocation provides for business administration for the unit and for residency/fellowship programs and research fellows as relevant.
- Each unit, department, center, or program is permitted to have only one conference facility except under extraordinary circumstances.
- Conference rooms larger than 1200 sq ft, while considered primarily departmental, are also considered school resources and, after priority scheduling by the department or center supporting the space, are made available to other departments, centers, and programs for use through a central scheduling mechanism.
- For planning purposes the following general guidelines will be considered:
 - Faculty office space
 - ~ 115 sq ft/faculty FTE
 - Faculty support (with ratio of 1 support person/4 FT faculty)
 - ~ 40 sq ft/support person
 - Department/center administration
 - ~800 sq ft
 - Residency program administration (if applicable, clinical departments)
 - ~500 sq ft (“accommodation factor” used to adjust for program size)
 - Research fellows shared office (if applicable, basic science departments)
 - ~200 sq ft
 - Departmental, center or program conference room
 - ~600 sq ft