

**ACADEMIC SENATE**  
of  
**THE CALIFORNIA STATE UNIVERSITY**

AS-2551-01/FA

November 1-2, 2001

**Faculty Office Space in the California State University**

- RESOLVED: That the Academic Senate of the California State University urge the Chancellor to work closely with campus presidents to seek solutions to the problem of overcrowded faculty offices; and be it further
- RESOLVED: That the Academic Senate CSU urge the Chancellor and campus presidents, when determining and allocating faculty office space needs, to take into consideration factors such as the function for which any faculty office space will be used, new technologies, specialized equipment needs, and discipline-specific pedagogies; and be it further
- RESOLVED: That the Academic Senate CSU urge the Chancellor to continue to implement the new, more flexible system policy on assignable square footage (ASF) and to ensure that the new policy provide for the expansion, as appropriate, of faculty office space; and be it further
- RESOLVED: That the Academic Senate CSU urge campus presidents, in consultation with faculty, to take advantage of the system's interest in providing campuses with greater flexibility in the assignment of new or remodeled space; and be it further
- RESOLVED: That the Academic Senate CSU urge the Chancellor, campus senates, and campus presidents to keep high on their list of budget priorities the development of single station faculty office space as recommended in trustee policy (RCPBG 05-86-17).

*RATIONALE: Faculty productivity and student-faculty interactions suffer when inadequate and/or inappropriate office space is provided for faculty. As the 21<sup>st</sup> Century report notes, "measures of the quality of teaching and the effectiveness of learning emphasize contact between teachers and learners." Some of the most valuable time spent with students is outside the classroom when students seek clarification of issues, academic advising, discussion of research endeavors, career advice, etc. Without appropriate office space these*

*interactions are diminished or non-existent. The 21<sup>st</sup> Century report also highlights that "Chancellor Reynolds made a commitment to end multiple person faculty offices." In addition, trustee policy clearly supports single station offices for full-time faculty. Nearly two decades later, many full-time CSU faculty still share offices, and failure to build more faculty offices has produced serious crowding. The formula (110/FTEF) for faculty office space is dated 1966 and in need not only of an increase, but of revision in the context of our unprecedented growth as a system. With the CSU moving in the direction of year-round operation the problems will only be exacerbated. The time to address the need for more faculty office space is past due and the concerted effort of all will be needed to meet the challenge.*

**APPROVED UNANIMOUSLY – January 24-25, 2002**

## Introduction

### Physical Facility Utilization

This section summarizes the physical facilities and room utilization information for the California State University. Data were prepared by the Department of Capital Planning, Design and Construction (formerly Physical Planning and Development), and were obtained from the Space and Facilities Database (SFDB). The SFDB is a CSU systemwide inventory of campuses' physical resources that provides information about facilities and spaces at the campuses, and serves as the official central record for physical inventory data. A single space usually is a single room, while a facility is an independent structure. The system serves as the foundation of the annual Capital Outlay Program process, and is used by campus administrators and outside vendors to provide information regarding facilities planning and construction processes. It is updated annually during a fall reporting window.

In the California State University, instructional capacity space is defined as lecture classrooms and teaching laboratories. Utilization of capacity space is a measure of capacity space efficiency. It is based on (1) the average hours per week a room is scheduled and (2) the student station occupancy per class session. The product of these factors provides the average number of hours per week a station is expected to be occupied at a campus serving its enrollment capacity. The current utilization standards approved by the legislature are summarized below:

Category	Weekly Room Hours	Percent Station Occupancy	Weekly Student Hours per Station
Classrooms	53.0	66%	35.0
Teaching Laboratories			
Lower Division	27.5	85%	23.4
Upper Division & Graduate	22.0	80%	17.6

Application of these standards to the campus's inventory of classrooms and class laboratories determines the weekly student contact hours (WSCH) the facilities can support or accommodate.

Not all campus space that contributes to the instructional program is considered instructional capacity space. Self-instructional laboratories, physical education space, and graduate research laboratories are not evaluated for usage even though some of these areas are used for instruction. In addition,

each instructional unit must have support space for storage and preparation; faculty and staff must have office space, and there must be libraries, computer facilities, auditoriums, museums, galleries, and other areas that serve the campus community.

Therefore, although utilization rates provide a guideline for evaluating the use of instructional capacity space, they do not provide a complete picture of the instructional activities that are taking place on a campus.

### Distribution of Assignable Square Footage by Type of Space

Table 169 distinguishes the amount of assignable square footage (ASF) utilized by space type for each campus. Classroom space includes both large lecture halls and seminar-type teaching space. Teaching laboratories include spaces that are designed for/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction; graduate research laboratories are spaces used for special or independent study by graduate or advanced undergraduate students. Graduate research space typically contains special purpose equipment for student participation, experimentation, observation or practice in a field of study.

Office space covers faculty, administrative, clerical, student offices, and office areas used for special purposes.

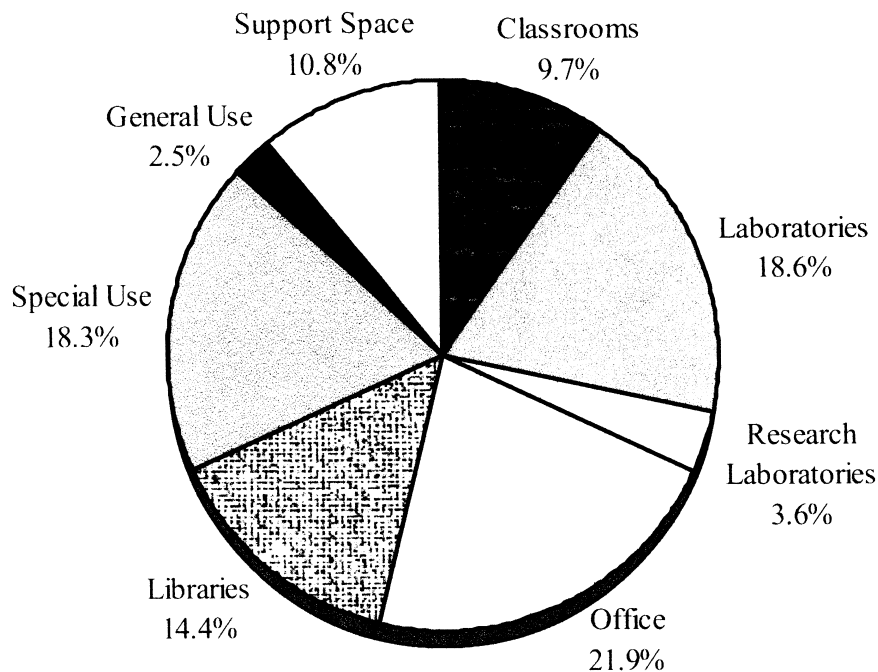
Library ASF encompasses all space used to house, categorize, and distribute books, periodicals, audiovisual aids, and other library and learning media. This column also includes the ASF used for study hall and library carrel space.

Special-Use space captures areas on the campus that, by definition, can only be used by specialized disciplines or programs. This type of space includes physical education space, music practice studios, greenhouses, military science space, animal quarters, etc.

General-Use space includes general assembly areas, merchandising and exhibition space, recreation and lounge areas.

Support space includes all areas used to compliment the instructional program on each campus — areas such as data processing, storage space, shops used for laboratory equipment, maintenance and repair, or plant operations.

**Figure 28**  
**Percent Distribution of Nonresidential Assignable Square Feet**  
**by Type of Space, Fall 1999**



**DEFINITIONS:**

- General Use Space — includes assembly, exhibition, recreation, lounge, and general use areas.
- Special use space — physical education, audio-visual, radio-TV, special instruction and demonstration, and field service areas.
- Support Space — administrative, data processing, storage, and other support areas.

**Table 169**  
**Percent Distribution of Nonresidential Assignable Square Feet**  
**by Type of Space, Fall 1999**

Campus	Assignable Square Feet	Classrooms	Laboratories	Research Laboratories	Office Space	Library Space	Special Use Space	General Use Space	Support Space
Bakersfield	386,881	7.1	13.6	1.5	22.8	20.5	23.4	1.1	10.0
Channel Islands	47,023	41.4	6.2	0.0	22.3	13.0	11.0	0.0	6.1
Chico	1,058,554	8.6	13.2	3.8	19.3	14.6	23.4	2.0	15.2
Dominguez Hills	468,702	13.8	9.8	1.4	22.3	14.5	20.6	1.8	8.6
Fresno	1,068,650	9.6	23.6	2.7	21.9	12.7	19.9	1.2	8.4
Fullerton	1,357,977	8.9	14.2	4.6	25.1	15.8	21.5	1.5	8.4
Hayward	689,426	11.9	13.4	1.4	22.2	18.2	21.1	0.6	11.2
Humboldt	683,279	5.8	20.9	3.5	22.9	12.4	22.1	2.2	10.3
Long Beach	1,805,357	7.8	19.7	6.5	18.8	12.3	20.7	2.5	11.7
Los Angeles	1,196,017	9.7	22.7	4.4	20.3	16.5	13.4	2.5	10.6
Maritime Academy	108,968	6.9	22.5	0.0	22.0	4.0	36.8	1.5	6.2
Monterey Bay	328,787	38.5	2.5	0.0	32.3	2.0	17.3	0.9	6.4
Northridge	1,418,690	10.3	18.4	5.6	21.7	17.7	10.6	2.4	13.2
Pomona	1,160,436	8.5	22.3	2.6	21.6	11.6	18.2	2.4	12.8
Sacramento	1,186,490	11.1	16.9	2.7	25.7	17.4	16.3	1.9	8.0
San Bernardino	795,858	9.3	14.0	1.7	26.0	16.2	20.0	6.6	6.2
San Diego	1,798,698	9.5	18.2	5.3	20.7	16.9	17.2	2.4	9.7
San Francisco	1,352,801	12.9	18.0	3.7	21.0	12.1	16.0	3.4	13.0
San Jose	1,480,836	8.8	24.1	5.4	21.0	9.8	14.4	2.5	13.9
San Luis Obispo	1,587,681	6.4	30.1	1.2	15.6	9.7	21.1	5.1	10.8
San Marcos	159,960	13.4	9.4	7.0	35.8	15.6	14.7	2.7	1.5
Somona	581,808	5.6	12.3	0.6	22.5	32.5	17.3	0.2	8.9
Stanislaus	477,030	7.4	9.2	0.7	36.4	12.4	18.1	3.9	11.9
Total	21,199,909	9.7	18.6	3.6	21.9	14.4	18.3	2.5	10.8

**Systemwide from Fall 1970**

Fall 1970	12,128,243	12.1	26.9	2.4	19.4	10.3	11.3	4.2	13.4
Fall 1971	12,964,036	11.5	26.4	2.5	19.4	12.0	10.7	4.1	13.4
Fall 1972	13,768,715	11.2	26.8	2.7	19.3	12.3	10.1	3.9	13.7
Fall 1973	13,953,658	10.8	26.2	3.0	19.4	12.1	10.2	4.1	14.1
Fall 1974	14,639,301	10.2	25.2	2.1	18.9	12.6	16.7	7.6	6.7
Fall 1975	15,342,701	9.7	24.7	2.1	19.1	12.9	16.4	7.8	7.3
Fall 1976	15,952,867	9.3	24.2	2.1	19.4	13.1	16.3	8.0	7.6
Fall 1977	16,509,617	9.0	23.9	2.2	20.2	13.2	16.3	8.4	6.8
Fall 1978	16,216,736	9.1	24.5	2.4	20.7	13.1	16.6	7.0	6.6
Fall 1979	17,129,159	8.6	23.2	2.4	20.4	12.3	19.3	7.0	6.9
Fall 1980	17,463,637	8.5	22.9	2.2	19.0	13.2	13.9	12.0	8.3
Spring 1982	17,677,613	8.5	23.4	2.2	19.3	13.3	13.8	12.5	7.0
Fall 1983	17,775,566	8.4	23.4	2.2	19.4	13.3	10.6	10.0	12.7
Fall 1984	17,799,923	8.4	23.4	2.3	19.5	13.0	10.6	9.9	12.9
Fall 1986	18,548,198	8.0	21.6	2.2	19.1	12.9	11.9	14.5	9.8
Fall 1987	18,431,840	8.3	22.1	1.8	20.4	13.4	12.1	12.2	9.7
Fall 1988	18,901,286	7.9	21.5	2.3	18.9	13.4	12.0	14.2	9.7
Fall 1989	19,131,460	7.9	21.5	2.7	21.5	14.1	13.9	11.6	6.8
Fall 1990	19,401,077	8.2	21.5	2.9	20.8	14.8	14.6	10.8	6.5
Fall 1991	19,452,319	8.2	21.5	2.9	20.8	14.8	14.7	10.7	6.5
Fall 1992	19,720,778	8.2	21.6	2.9	20.9	14.7	14.6	10.7	6.4
Fall 1993	20,602,349	8.1	21.4	3.0	22.9	13.9	13.2	10.6	6.3
Fall 1994	21,337,853	8.2	18.3	2.9	12.0	13.3	13.2	18.8	11.0
Fall 1995	21,286,864	8.6	16.2	2.7	19.7	13.0	12.6	12.4	8.7
Fall 1996	22,480,501	11.0	15.6	2.8	23.5	12.5	11.5	12.8	10.3
Fall 1997	22,987,806	8.6	17.0	3.0	20.3	12.6	14.6	10.7	13.2
Fall 1998	22,995,200	8.7	17.9	3.2	20.5	13.9	13.7	9.2	13.0
Fall 1999	21,199,909	9.7	18.6	3.6	21.9	14.4	18.3	2.5	10.8

**DEFINITIONS:**

- General Use Space — includes assembly, exhibition, recreation, lounge, and general use areas.
- Special Use Space — physical education, audio-visual, radio-TV, special instruction and demonstration, and field service areas.
- Support Space — administrative, data processing, storage, and other support areas.

Note: Fall 1999 data include permanent and temporary state-supported space. Excluded are non-state facilities such as dormitories, residential housing, parking structures, student unions, bookstores and merchandising.

SOURCE: Space and Facilities Database as of October 2000 (assignable square feet reflect main campus data only).

**Table 170**  
**Distribution of Master Plan Land Acreage by Function, 1999-2000**

Campus	Gross <sup>1</sup> Campus Acreage	Net Usable <sup>2</sup> Acreage	Academic Area	Outdoor P.E.	Parking	Housing	Miscellaneous <sup>3</sup>	Agriculture
Bakersfield	376	376	58	41	110	75	92	0
Channel Islands*	260	162	—	—	—	—	—	—
Chico	773	129	55	37	14	10	13	644
Dominguez Hills	346	345	75	45	73	50	103	0
Fresno	1,410	327	136	52	82	30	27	1,083
Fullerton	253	225	70	34	75	8	38	0
Hayward	355	173	40	33	53	19	28	0
Humboldt	735	144	39	15	28	37	25	0
Long Beach	322	320	100	50	95	25	50	0
Los Angeles	173	151	55	24	50	9	13	0
Maritime Academy	67	57	27	5	5	10	10	0
Monterey Bay	2,044	1,414	1,200	5	5	13	77	0
Northridge	353	335	120	40	117	31	27	0
Pomona	1,437	548	176	50	55	37	230	883
Sacramento	282	260	60	43	74	40	43	0
San Bernardino	430	350	87	42	94	34	93	0
San Diego	283	213	80	28	62	17	26	0
San Francisco	100	92	43	16	16	10	7	0
San Jose	154	153	65	53	8	8	19	0
San Luis Obispo	6,051	303	78	30	52	26	117	4,829
San Marcos	1,800	304	80	130	25	23	46	0
Sonoma	220	215	56	31	56	11	65	0
Stanislaus	220	215	93	34	55	16	17	0
All Campuses	18,444	6,811	2,793	838	1,204	539	1,166	7,439
<b>Systemwide from 1963-1964</b>								
1963-64	7,896	3,048	1,011	515	562	227	733	4,419
1964-65	7,829	2,976	1,011	515	562	227	661	4,452
1965-66	8,321	3,194	1,063	557	799	276	499	4,452
1966-67	8,358	3,212	1,073	560	799	281	499	4,452
1967-68	9,126	3,218	1,120	551	799	281	467	4,452
1968-69	11,703	3,581	1,160	591	890	331	609	6,916
1969-70	12,110	4,007	1,344	604	994	406	659	6,916
1970-71	12,114	4,020	1,350	593	987	409	681	6,916
1971-72	14,420	4,789	1,490	688	1,212	509	890	7,071
1972-73	12,407	4,771	1,484	687	1,244	510	846	7,071
1973-74	12,407	4,771	1,484	687	1,244	510	846	7,071
1974-75	12,404	4,771	1,484	671	1,244	510	862	7,068
1975-76	12,404	4,771	1,484	661	1,244	510	872	7,068
1976-77	12,531	4,760	1,482	666	1,232	509	871	7,168
1977-78	12,556	4,725	1,490	670	1,189	500	876	7,235
1978-79	12,556	4,725	1,490	670	1,189	500	876	7,235
1979-80	12,556	4,725	1,490	670	1,189	500	876	7,235
1980-81	12,474	4,725	1,490	670	1,189	465	911	7,235
1981-82	12,474	4,725	1,490	666	1,177	465	927	7,235
1982-83	12,499	4,741	1,486	684	1,167	479	925	7,235
1983-84	12,647	4,758	1,486	682	1,171	508	911	7,359
1984-85	12,647	4,758	1,486	682	1,171	508	911	7,359
1986-87	13,482	4,757	1,486	682	1,171	508	911	8,136
1987-88	13,699	4,758	1,489	682	1,171	508	908	8,136
1988-89	12,856	4,899	1,487	182	1,171	498	1,060	7,339
1989-90	13,160	5,139	1,487	682	1,171	498	1,061	7,339
1990-91	13,160	5,139	1,487	682	1,171	498	1,061	7,339
1991-92	13,160	5,139	1,487	682	1,171	498	1,061	7,339
1992-93	13,160	5,139	1,557	783	1,190	521	1,088	7,339
1993-94	13,160	5,139	1,557	783	1,190	521	1,088	7,339
1994-95	13,160	5,139	1,557	783	1,190	521	1,088	7,339
1995-96	15,406	6,503	2,799	811	1,202	544	1,208	7,439
1996-97	15,424	6,503	2,799	811	1,202	544	1,208	7,439
1997-98	15,424	6,503	2,799	811	1,202	544	1,208	7,439
1998-99	17,819	6,701	2,793	838	1,204	539	1,166	7,439
1999-00	18,444	6,811	2,793	838	1,204	539	1,166	7,439

\*Acreage use still under development. Channel Islands is currently an off-campus site; not an official CSU campus until 2002-2003.

<sup>1</sup>Includes land that cannot be developed.

<sup>2</sup>Excludes land used for agriculture.

<sup>3</sup>Undeveloped, Corporation Yard, etc.

**POLICY REGARDING FACULTY OFFICES  
(RCPBG 05-86-17)**

**WHEREAS**, Multiple station faculty office spaces for full-time faculty do not respond to the needs of teaching faculty in that multiple station faculty offices lack the privacy needed for student counseling, do not provide adequate space for storage of academically related materials, lack the security for the retention of confidential materials, do not provide adequate space for the advantageous utilization of modern computing and word processing equipment, and do not provide an adequate facility for course preparation;

**WHEREAS**, Many of the older faculty offices located on campuses throughout The California State University System continue to utilize multiple station faculty offices, a circumstance which does not promote the best interests of quality education and which results in both confusion and the inefficient use of faculty resources;

**WHEREAS**, The State University Administrative Manual requires that: "All new spaces constructed or spaces converted for faculty offices shall be individual offices (one station)";

**WHEREAS**, Because of the significance of matter to the faculty and as a consideration during review of the Capital Outlay Program, it is appropriate that the Board of Trustees ratify the existing administrative practice and support the desire to eliminate multiple station faculty offices throughout The California State University System; now, therefore, be it

**RESOLVED**, By the Trustees of The California State University, that the following policy is adopted.

The Trustees of The California State University recognize the inherent benefits which result when full-time teaching faculty are housed in single station offices and it is further recognized that the long term benefits resulting to the academic program outweigh any short term cost savings which would result from the construction of multiple station faculty offices. It is, therefore, the **POLICY** of the Trustees of The California State University to support the provision of single station faculty offices for full-time faculty in both new construction projects and during the renovation, when cost effective and structurally feasible, of existing facilities.