



1. Allocation of faculty work space is an important component of the department's package supporting its faculty.
2. Work space on the main campus will continue to be very constrained for the next 8 to 10 years, and possibly longer. Faculty leadership acknowledges the need to seek space compromises in order to locate as much of the core education, research, and clinical missions as possible on the main campus, and to enhance collaboration and facilitate multi-disciplinary approaches which having one main campus location provides.
3. These guidelines apply across Stanford Medicine, including office spaces in the hospitals and off campus locations.
4. Faculty for whom a majority of their professional work time is conducted outside of the office (in the lab, clinic, classroom, other locations or academic related travel) should not be allocated private offices. The allocation of a private office will not be by rank, seniority, faculty line, but rather by the proportion of time spent working from an office.
5. Faculty will be allocated at most 1 private office, including offices at other locations (off campus locations of Stanford Medicine, university, VA, SCVMC, etc.). Where an additional dedicated work area is needed at an alternate location, the additional location(s) will be in shared spaces. These shared spaces may be assigned shared spaces (such as 2 or more assigned desks per office), or they may be "hoteling" space whose use is pre-scheduled or used on an ad hoc basis.
6. Every department will articulate an approach for allocation of office space, including shared faculty office space.
7. The standard size of private offices will be 80 to 100 net sf. Existing private offices that may be larger than 100 net sf will be "grandfathered" under these principles. Over time as space is renovated or new space is constructed, the average size of private offices will limited to 80 to 100 net sf.
8. The standard size of shared offices will be 120 net sf or more but at no time should a faculty member's allocated/pro-rata share of an office exceed 100 net sf. Departments may commit to rotating faculty among shared and private office space. For example, a department who has 2 shared offices and 4 private offices for 8 faculty, all of whom have similar work schedules, may decide that each year faculty will alternate between private and shared offices to ensure fairness over time.
9. In alignment with university and school initiatives, department administration and central school administration will be moved to off campus locations. Critical mass of administrative staff from 1 or more departments will be co-located in off campus buildings. Consistent principles will be implemented across departments addressing which administrative functions are located off campus. New approaches for coordinating work between campus and remote locations will be implemented to ensure responsiveness and connection among off site administrators and on campus employees, faculty, students, and trainees.
10. Within each department, faculty will have priority for enclosed office space on campus before placing staff administrators, students, or trainees in office spaces.