

Space Needs Assessment Personnel Data Description

GENERAL

The categories listed below are intended to help a college or a specific department to describe their office space needs. If there are situations beyond the general descriptions listed below, please contact James Massey (james-massey@tamu.edu) at the Office of Facilities Coordination for clarification.

Position Category

Administrator-1	Dean or other Executive Level Position (i.e. Agency Directors, or Assoc/Asst Agency Directors)
Administrator-2	Department Head or other departmental administrative staff not included in the Administrator-1, Staff or Support position categories.
Faculty-1*	All teaching, research, or extension faculty members.
Faculty-2*	Same as Faculty-1, used as needed to differentiate faculty members who may not have full faculty appointments (i.e. adjunct faculty, etc) &/or have different office space requirements.
Staff (Non-Classified)	Non classified staff member not included in the Administrative position categories.
Support (Classified)	Classified staff members
Grad Asst Teaching	Graduate Assistants with teaching responsibilities
Grad Asst Research	Graduate Assistants with research related duties.
Grad Asst NonTeaching	Graduate Assistants not involved with teaching or research duties who are employed by a department.
Research Asst	Personnel who work exclusively in support of a research project(s), excludes graduate assistants.
Student Staff	All student employees (i.e. student workers, student technicians, etc)
Other	Any staff member who was not accounted for in any of the above categories, but who the department has the responsibility to provide an office space.

***Note:**

The two faculty designations are included to describe any distinctions the college or department would like to make between faculty office space needs. In previous applications, the Faculty-2 category has been used to account for the space needs for such positions as an Adjunct Faculty member or similar instructional staff person who does not have the same office need (size or otherwise) as a full Professor, Associate or Assistant Faculty member. If you are uncertain as to how to differentiate between the two, it is suggested that all faculty entries are placed into the Faculty-1 category. If needed differentiations between these varying needs can be made by using the specific position title.

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