

V15 LSE Space Norms

Academic Departments					
Post	Cellular office	Shared office	Open plan	Space Target	Notes
Professor	/			12 sq.m	Single offices only for Academics of equal or greater than 0.5 FTE; If less than 0.5 FTE (Part time), access to a Shared office
Associate Professor	/				
Assistant Professor	/				
Education Track / Practice Track	/				
Course Tutor	/			12 sq.m	
LSE Fellow / Teaching Fellow		/		5 sq.m	Based on FTE
Emeritus / Centennial Professor		/		5 sq.m	Based on FTE
Visiting Professor		/		5 sq.m	Target of providing 1 supernumerary office for Senior Visitors per Department; Visitors to have access to shared desks - ratio to be agreed with PSM based on needs.
Visiting Lecturer			/	5 sq.m	
Visiting Fellow			/	5 sq.m	
Visiting Students				No provision	
Departmental Researcher			/	5 sq.m	As per RC space norms
Departmental Occasional Researcher			/	5 sq.m	Hot Desking - 1 desk provided per 1 FTE
Guest Teacher			/	5 sq.m	Hot Desking - 1 desk provided per 1 FTE
Graduate Teaching Assistant (PhD student)				No provision	Access to 121 meeting room
Departmental Manager	/			8 sq.m	
Professional Services Staff			/	5 sq.m	
Departmental Advisor	/			12 sq.m	Based on FTE
Departmental Meeting room	1 per Department, target size of 40 sq.m or circa 20 people capacity				
121 Meeting room	Target of 2 per Department; subject to the number and type of accommodation of LSE Fellows, GTs, GTAs and PSS				
Undergraduate Common room	1 per Department, target size of 30 sq.m				
Postgraduate Common room	1 per Department, target size of 30 sq.m				
Staff / PhD Common room	1 per Department, target size of 40 sq.m				
PhD Study space	1:1 desk:student ratio - recommended desk size 1200 mm; Provision for students until their normal submission date				

Research Centres / Institutes					
Post	Cellular office	Shared office	Open plan	Space Target	Notes
Research Centre Director	/			12 sq.m	No more than 1 office
Professorial Research Fellow	/			12 sq.m	
Associate Professorial Research Fellow / Distinguished Policy Fellow		/		5 sq.m	In Shared offices unless Deputy Director (Single office, 12 sq.m)
Assistant Professorial Research Fellow / Senior Policy Fellow		/		5 sq.m	
Research / Policy Fellows			/	5 sq.m	1 desk per FT in open plan. If less than 0.5 FTE (Part time), in shared desks.
Research Assistant / Policy Analyst			/	5 sq.m	
Research / Policy Officer			/	5 sq.m	
Occasional Research Assistant / Officer Occasional Policy Officer / Fellow			/	5 sq.m	
Visiting Professor		/		5 sq.m	Target of providing 1 supernumerary office for Senior Visitors per Department; Visitors to have access to Hot Desks - ratio to be agreed with PSM based on needs.
Visiting Fellow			/	5 sq.m	
Centre / Institute Manager	/			8 sq.m	
Professional Services Staff			/	5 sq.m	
Centre Meeting room	1 per Research Centre, subject to affordability				
Staff Common room	1 per Research Centre, subject to affordability				

Professional Services Divisions					
Post	Cellular office	Shared office	Open plan	Space Target	Notes
Professional Services Staff			/	5 sq.m	
Staff working on campus 4-5 days a week could be allocated a dedicated desk.					
All other staff working on campus 3 or fewer days will be sharing desks, unless there are EDI adjustments required.					
2:1 staff to desk ratio will be provided in blended workspaces, with additional 20-40% of ancillary facilities, according to requirements.					
Meeting and common facilities will be shared amongst divisions in the same building.					

Notes:

- The above table shows the space standards by category of staff and applies to the Full Time employees (equal or more than 0.5 FTE).
- No member of staff has entitlement to more than one office across Campus.
- Office size is subject to limitations, such as building grid and fenestration pattern.
- Staff on sabbatical, unpaid or parental leave may be required to make office accommodation available for use by other staff in the Unit.
- Non-office facilities for Research Centres and Institutes will be subject to affordability.
- Print and store areas should be considered as per the needs of each unit.
- Where possible, student facilities will be enclosed and appropriate storage space will be considered.
- Sufficient meeting and collaboration space will be provided at the vicinity of each unit.
- This list is not exclusive to the above post titles. In cases where staff have different post titles, the space norms will be decided in proxy with the above categories between PSM and the Unit. The criteria include student contact, availability of meeting space and activity to ensure that appropriate space for all colleagues is provided for the work they intend to do.
- Divisions will opt in blended working when relocated.
- Accommodation proposals will be informed by EDI considerations after discussion with the occupiers so that their needs and preferences are considered. Building constraints will be reviewed and alternatives will be sought with the assistance of EDI and H&S where appropriate
- Applying the Space Norms is subject to space availability, and they may need to be applied when a unit is relocated.
- The Property and Space Management Unit (PSM) can be contacted at estates.space.requests@lse.ac.uk.
- Larger meeting, common and student facilities will be considered for larger units. Methodology to be developed in due course.
- V15 of the Space Norms was reviewed by the Estates Management Board on 01/5/2024.