UH SYSTEM PROJECT EVALUATION PROCEDURES MANUAL

0.   AUTHORIZATION
       UH System Administrative Memorandum Number (SAM) 01.B.07
       SUBJECT: Facilities Acquisition, Construction, or Renovation

1.0.   INTRODUCTION

       This procedure pertains to land acquisitions, new construction projects, renovations, and
       additions of square footage to an existing building, where the total cost of the project is in
       excess of $1,000,000. It also applies to commercial lease agreements.

       Any college, division, or other University entity wishing to sell or donate land or real
       property, participate in a joint venture, contribute to new facilities, lease, or otherwise
       give or create new facilities with any component of the system must include a project
       evaluation as part of the project.

2.0.   PROJECT EVALUATION PROCESS

       All projects meeting the criteria above must adhere to the following procedures:

       •   A project evaluation may be prepared by any department within the UH System
               with the assistance of the Vice Chancellor for Academic Affairs and the System
               Office of Facilities Planning & Construction.

       •   All project evaluations must follow an established review and approval processes
               within each component campus. Component campuses lacking a review and
               approval process must submit a process to the Provost and the Vice Chancellor
               for Administration & Finance for approval.

       •   All submittals from each component campus will be forwarded to the Provost,
               and to the Vice Chancellor for Administration and Finance (if an administrative
               type), or Vice Chancellor for Academic Affairs (if an academic type), and/or
               other appropriate members of the Chancellor's/President's Cabinet for comment
               and recommendation to the UH System Chancellor, prior to submittal to the UH
               System Board of Regents.

3.0.   EVALUATION CATEGORIES

       The proposed evaluation will be undertaken under the following broad categories:

                       Program Needs Analysis
                       Enrollment/Demographic Projections
                       Economic Impact Analysis
                       Cost-Benefit Analysis
                       Accessibility

Community Support

3.1.   Program Needs Analysis:

Is program identified in the current UHS Strategic Initiatives?
Define Impact of Program on Existing Programs and Space
Describe in Detail Program and Course Offerings by Year
Identify Program Demand
Projected Demand for Program Graduates
Impact of Program on Local/Regional/State Workforce/Industry

3.2.   Enrollment & Demographic Attributes:

Projected Enrollment in Program by Year
Projected Impact of New Program Growth on General Campus Workload
(core curriculum requirements)
Demographic Growth Impact on Program Enrollment

3.3.   Economic Impact Analysis:

Annualized Projection of Program Costs
Annualized Projections of Operating and Life Cycle Costs
Annualized Projections of Program Revenues
Projected Donor Contribution Amount
Projected Other Sources of Funding with Amounts

3.4.   Cost/Benefit Analysis:

Structure of Local Economy
Projected Impact on Per Capita Income Growth
Projected Impact on Unemployment
Impact of Program on Local/Regional/State Workforce/ Industry

3.5.   Accessibility:

Distance to the Closest Public Institution Offering Similar Program(s)
Distance to Closest Private Institution Offering Similar Program(s)

3.6.   Community Support:

Conformance with Campus Framework Plan
Identify Employer Support
Social/Civic Leadership
Educational Leadership and Political Support