

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Facilities**  
**AREA: Facilities Use and Oversight**

**Number: 09.03.02**

<b>SUBJECT: Campus Facilities Planning Committee</b>
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I. PURPOSE AND SCOPE

This document defines the roles and responsibilities of the Campus Facilities Planning Committee (CFPC). The CFPC is charged with reviewing and approving physical changes that affect the exterior planning, public spaces, architectural character and aesthetics of the University.

II. POLICY STATEMENT

CFPC is committed to providing continuity to the exterior planning, public spaces, architectural character and aesthetics of the University.

III. DEFINITIONS

- A. AVC/AVP: Associate Vice Chancellor/Associate Vice President
- B. Campus Master Plan: A long-term planning document that guides the future growth and development of the campus.
- C. designLAB: The professional research group of the Gerald D. Hines College of Architecture and Design.
- D. Facilities/Construction Management (F/CM): A department of the Administration and Finance (A&F) division that includes Facilities Services and Facilities Planning & Construction.
- E. Planning and Review Committee (PRC): A subcommittee of the Campus Facilities Planning Committee.
- F. Quorum: 51% representation of the CFPC Membership.
- G. University Architect: A professional employee of the Facilities Planning and Construction Department.

IV. ROLES AND RESPONSIBILITIES OF CFPC

- A. CFPC will meet bi-monthly.
- B. The committee shall review physical changes that affect the exterior planning, public spaces, architectural character and aesthetics of the University. The committee shall study, review, and approve or deny changes to the following areas:
  - 1. The Campus Master Plan, including its guiding principles for campus development. All Campus Master Plans are subject to final approval by the Board of Regents.

2. Implementation and phasing for the Campus Master Plan.
3. Site selection for new construction, including public art installations, and major building additions.
4. Exterior modifications or additions to the University, including major landscaping, public art installations, new construction, and major renovation.
5. Exterior demolition of buildings, and impacts to exterior planning.
6. Exterior signage that is outside the approved signage guidelines or standards currently in place.
7. Road relocations owned by the University.

C. CFPC Membership

1. CFPC will consist of the following representatives:
  - a. AVC/AVP of Facilities/Construction Management
  - b. Executive Director of University Architect, Facilities Planning and Space Management
  - c. Executive Director of Facility Services
  - d. Dean of the College of Architecture and Design
  - e. Representative appointed by Faculty Senate\*
  - f. Representative appointed by the Provost Office\*
  - g. Representative appointed by Staff Council\*
  - h. Representative appointed by the Division of Student Affairs and Enrollment Services (DSAES)\*
  - i. Representative appointed by the Division of Research (DOR)\*
  - j. Representative appointed by the Division of Marketing, Communication and Media Relations\*
  - k. Representative appointed for Sugar Land/Katy Campus\*
  - l. Representative appointed by Student Government Association (SGA)\*
  - m. Representative appointed by UH Public Art Committee\*
  - n. Representative appointed by the Division of University Advancement\*
2. Supporting Ex-Officio committee members:
  - a. University Architect – Facilities Planning
  - b. A representative from –designLAB

\*Serve a one-year appointment and schedule of attendance is based on the UH Fiscal Year. Renewal appointments are acceptable.

- c. A representative appointed by the Committee Chair on an as needed basis.
  3. The chair person will be the AVC/AVP of Facilities/Construction Management.
- D. The Planning and Review Committee (PRC) will meet and review all project requests prior to the CFPC bi-monthly meeting.
- E. PRC Membership
  1. The Committee will consist of the following representatives:
    - a. University Architect
    - b. A representative from designLAB.
  2. Committee Review Process:
    - a. An F/CM representative or campus client will submit a project request utilizing the standard template to the University Architect at least one week prior to the scheduled committee meeting.
    - b. The University Architect will verify all necessary information is accurate to present at the PRC meeting. The University Architect may require the F/CM representative or campus client to resubmit its project request to address any questions, comments, or to provide additional required information. The purpose of the University Architect's review is to ensure the project request adheres to the standard template and includes all necessary information so that the PRC may conduct a complete review.
    - c. The F/CM representative presents the project to the PRC.
    - d. The PRC reviews and verifies all proposed projects meet CFPC criteria and provides any necessary feedback. The F/CM representative must have approval from the PRC prior to the CFPC meeting submission.
    - e. If approved by the PRC, the project is placed on the CFPC project list for recommended approval recommendation with a vote at the next scheduled meeting.
    - f. Projects not approved by the PRC will need to be revised and resubmitted through the PRC.
  3. PRC Checklist

The following Evaluation Criteria Table will be used to determine if a project is ready to proceed to the CFPC committee:

**EVALUATION CRITERIA TABLE**

Meets Criteria	Does Not Meet Criteria	Description
		Follows CFPC template.
		Clearly portrays the scope of the project.
		Request meets CFPC project criteria and Campus Design Guidelines and Standards.

V. CFPC REVIEW PROCESS

- A. The F/CM representative will present the PRC-approved project to the CFPC in the standard template for CFPC approval.
- B. Project must be approved by majority vote and a quorum must be present when voting on the approval of a project.
- C. If an email voting process is needed for a non-emergency request, the voting committee members have ten days to respond. In the event a committee member does not cast a vote in the allotted time, then concurrence is assumed for the request.
- D. If an email voting process is needed for an emergency request, the voting committee members have three days to respond with a vote. In the event a committee member does not cast a vote in the allotted time, then concurrence is assumed.
- E. Projects not approved by the full committee will need to be revised and resubmitted through the PRC.
- F. If a CFPC member is absent for two or more meetings within their defined term, the organizational body will be required to provide a replacement representative.
- G. A CFPC member may delegate a representative to serve in their absence and have a proxy vote for up to two meetings.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Facilities/Construction Management

Review: Every five years

VII. APPROVAL

David Oliver

Associate Vice President for Facilities/Construction Management

Jim McShan

Senior Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: 9/23/19

VIII. REFERENCES

[SAM 01.B.03 – Temporary Buildings](#)

[SAM 01.B.07 – Facilities Acquisition, Construction, or Renovation](#)

[Campus Design Guidelines and Standards](#)

[Owner's Design Criteria](#)