I. PURPOSE AND SCOPE

Universities are charged with educating the next generation of decision makers and finding solutions to complex issues through research. The University of Houston commits to defining sustainability, measuring sustainability performance, and translating these measurements into a comprehensive strategy for university sustainability improvements. This document outlines the framework, roles, responsibilities, and priorities for sustainability at the University of Houston.

II. POLICY

This policy outlines the framework for sustainability at the University of Houston and defines the roles and responsibilities of the Campus Sustainability Committee (CSC). The University of Houston is committed to providing a campus that proactively and effectively manages its impact on natural resources and fosters an inclusive and equitable environment while considering long-term cost reduction. Acting with the support of the President and the Board of Regents, the Office of Sustainability will develop and implement policies and practices to create a sustainability culture that is integrated campus-wide.

The mission of the CSC is to foster a culture of sustainability that guides scholarship and operations, advances social and environmental excellence and positions University of Houston as a Top 50 public university.

III. DEFINITIONS

A. Sustainability: Sustainability is the capacity to meet the interconnected social, environmental, and economic challenges of the present and enable future generations to thrive.

B. Office of Sustainability: The University of Houston Office of Sustainability serves as the hub for campus sustainability efforts. Engaging the campus and community, the office fosters collaboration and educates individuals about social, economic, and environmental factors that impact today’s society and generations to come. The office is composed of full-time employees and part-time student staff and housed in the University Services department of the Division of Administration and Finance.

C. Association for the Advancement of Sustainability in Higher Education (AASHE): The Association for the Advancement of Sustainability in Higher Education (AASHE) provides administrators, faculty, staff, and students, as well as the businesses that serve them, with thought leadership and essential knowledge resources; opportunities for professional development; and a unique framework for demonstrating the value and competitive edge created by sustainability initiatives in higher education.

D. Sustainability Tracking, Assessment and Rating System (STARS): The Sustainability Tracking, Assessment and Rating System (STARS) is a transparent, self-reporting framework administered by AASHE for colleges and universities to measure their
sustainability performance.

E. Princeton Review Green Guide: The Princeton Review’s Green Guide to Green Colleges profiles colleges and universities with the most exceptional commitments to sustainability based on their academic offerings and career preparation for students, campus policies, initiatives, and activities. The profiles in the guide give college applicants information about each school’s admission requirements, cost and financial aid, and student body facts and stats.

A. AVC/AVP: Assistant Vice Chancellor/Assistant Vice President

B. Sr. AVC/AVP: Senior Associate Vice Chancellor/Associate Vice President

C. Campus Master Plan: A long-term planning document that guides the future growth and development of the campus.

D. AASHE: Association for the Advancement of Sustainability in Higher Education.

E. STARS: Sustainability Tracking Assessment and Rating System, which is sponsored by AASHE.


G. Facilities Planning: A unit within the Facilities/Construction Management Department.

H. Office of Sustainability: A group within Facilities Planning.

I. Sustainability Coordinator: An employee of Facilities Planning.


K. Gap Analysis: A study of the University of Houston STARS report completed by the Office of Sustainability and Campus Sustainability Committee. The analysis identifies unearned credits and key strategies to improve underperforming areas.

L. LEED: Leadership in Energy and Environmental Design. A broadly accepted rating system that measures performance in new construction, renovation, building operations and maintenance.

M. Quorum: 51% representation of the CSC Membership.

IV. ROLES AND RESPONSIBILITIES

A. Roles and responsibilities of the Office of Sustainability include, but are not limited to:

1. Facilitating collaboration between faculty, staff, students, and community organizations to advance sustainability on campus and in the region.

2. Collecting institutional sustainability data through recognized campus sustainability reporting tools, like AASHE STARS and the Princeton Review Green Guide.

3. Leading sustainability communications, outreach, and events.
4. Directing the student sustainability team.

5. Serving as the point of contact for UH sustainability to campus and community members.

6. Supporting the campus sustainability advisory committee, composed of voting members from Faculty Senate, Staff Council, and Student Government, with additional non-voting members from various departments on campus.

7. Proposing sustainability initiatives proposed by campus and community members to the sustainability governing bodies.

8. Serving as an authoritative body to advise campus departments on sustainability issues.

B. Roles and responsibilities of the Office of Sustainability include, but are not limited to:

1. Establishing campus sustainability priorities based on assessments of institutional sustainability performance.

2. Managing priority programs and projects to improve campus sustainability performance.

3. Recommending campus-wide strategies that will improve sustainability performance to university administration and leadership.

4. Advising campus staff, faculty, and leadership about sustainability projects that will improve sustainability performance in their departments.

A. The CSC will collectively establish university sustainability goals across the five major sustainability categories established in STARS:

1. Academics, which includes 11 metrics in Curriculum and Research;

2. Engagement, which includes 15 metrics that reflect Campus and Public Engagement;


4. Planning & Administration, which uses 15 metrics to assess Sustainability Coordination & Planning, Diversity and Affordability, Investment & Finance, and Well-being & Work;

5. Innovation & Leadership, which recognizes innovative or exemplary performance in a broad range of areas, including Dining, Green Cleaning, Green Labs and many other programs.

B. CSC Membership

1. The CSC will consist of the following representatives:
   a. Senior AVC/AVP of Facilities/Construction Management
b. AVC/AVP of Facilities Planning  
c. AVP of Facilities Services  
d. University Architect  
e. Representative appointed by University Advancement  
f. Representative appointed by Athletics  
g. Representative appointed by Auxiliary Services  
h. Representative appointed by the Division of Research  
i. Representative appointed by Human Resources  
j. Representative appointed by the Office of the Provost  
k. Representative appointed by the Division of Student Affairs and Enrollment Services  
l. Representative appointed by the Division of Energy and Innovation  
m. Representative appointed by University Marketing and Communications  
n. Representative appointed by Faculty Senate*  
o. Representative appointed by Staff Council*  
p. Representative appointed by Student Government Association*  

*Serves a one-year appointment. Schedule of attendance is based on the UH Fiscal Year. Renewal appointments are acceptable.

2. Supporting Ex-Officio committee members:

   a. Sustainability Coordinator – Facilities Planning

3. The chair will be the AVC/AVP of Facilities Planning.

C. CSC Meeting Criteria

1. The CSC will meet quarterly.

2. Committee members will serve three-year terms, except Faculty Senate, Staff Council and Student Government representatives, who will serve one-year terms.

3. If a member is absent for two or more meetings during a fiscal year, the CSC chair may ask the department or organization to provide a replacement representative.

4. A committee member may delegate a representative from the same department or organization to attend a meeting in the member’s absence.

V. PRIORITIES AND REPORTING PRIORITIES

A. The University, through the guidance of the Office of Sustainability, commits to assessing institutional performance through sustainability priorities. These priorities are determined through indicators included in the current industry standard for higher education sustainability assessments. The Office of Sustainability staff will determine the mandatory reporting mechanism for the University based on standards in the campus sustainability community. Current industry standards used by the University include AASHE STARS and the Princeton Review Green Guide.

B. Members of the campus community who work in the following sustainability priority areas are expected to work with the Office of Sustainability to report accurate information for institutional sustainability assessments and reports.
C. The University, through the guidance of the Office of Sustainability, commits to improving sustainability performance for the institution based on the sustainability assessment results. Members of the campus community who work in the following sustainability priority areas are expected to make improvements to their practices once the campus sustainability assessment is complete and the Office of Sustainability have identified areas of improvement.

D. Sustainability priorities based on the current reporting mechanisms, include but are not limited to:
1. Academics and curriculum;
2. Research;
3. Campus engagement;
4. Public engagement;
5. Air and climate;
6. Buildings;
7. Energy;
8. Food and dining;
9. Grounds;
10. Purchasing;
11. Transportation;
12. Waste;
13. Water;
14. Sustainability coordination and planning;
15. Diversity and affordability;
16. Investment;
17. Wellbeing and work; and
18. Innovation and Leadership.

A. The CSC will use STARS as the framework for evaluating and tracking University sustainability initiatives.

B. The Office of Sustainability will analyze the STARS report and identify strengths and weaknesses in each STARS sustainability category. The analysis will include benchmarking against “Top 50” public universities that participate in STARS.

C. Committee members will perform similar “gap analyses” to understand their department’s sustainability strengths and weaknesses and identify specific opportunities for improvement.

D. The CSC will discuss and agree on sustainability initiatives recommended by committee members and their respective departments. The CSC will consider initiatives in the context of state, city and campus sustainability priorities, including LEED construction, renovation, operations and maintenance goals.

E. Committee members will be responsible for championing approved STARS sustainability goals and initiatives for their respective departments.

F. Committee members will be responsible for regularly tracking and reporting on approved sustainability goals and initiatives for their respective departments.

G. Committee members will use the STARS online tool for reporting sustainability metrics on an interim and triennial basis.

H. The Office of Sustainability will coordinate and review draft STARS credit reports prepared by committee members prior to submittal to AASHE. STARS reports will be submitted every three years.
I. The Office of Sustainability and the committee member from Marketing and Communications will collaborate to publicize information about campus sustainability initiatives and triennial STARS ratings on behalf of the CSC.

J. The CSC may also review and advise on campus sustainability policies or other strategic plan and administrative documents relating to sustainability.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Associate Vice President for Facilities/Construction Management/Administration

Review: Every five years on or before June 1

VII. APPROVAL

Emily A. Messa
Associate Vice President for Administration

Jim McShan
Senior Vice President for Administration and Finance

Renu Khator
President

Date of President’s Approval: March 30, 2018

REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
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<tr>
<td>1</td>
<td>01/13/2010</td>
<td>Initial edition</td>
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<tr>
<td>2</td>
<td>06/20/2016</td>
<td>Applied revised MAPP template and added new Revision Log to meet current documentation standards. Rewrote entire procedure to reflect current operating practices. Added Associate Vice-President for Administration to approval cycle</td>
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<td>3</td>
<td>03/30/2018</td>
<td>Removed the Campus Sustainability Committee from all text, including Section III.C and Section IV.B. Added information to</td>
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<td>Section IV.A.6 about the composition of the campus sustainability advisory committee</td>
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