

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Administration

NUMBER: 04.01.01

AREA: Facilities and Physical Plant

SUBJECT: Facilities Acquisition, Construction, or Renovation

1. PURPOSE

This administrative memorandum describes the procedures to be followed by all divisions or colleges within Texas Southern University seeking authorization to lease facilities; or to acquire property, to construct new facilities, or to expand or renovate existing academic or auxiliary buildings.

2. POLICY

- 2.1. This administrative memorandum applies to all divisions, college/school, foundation or other entity requesting authorization to lease facilities; or acquire property, to construct new facilities, or to expand or renovate existing academic or auxiliary buildings.
- 2.2. Board of Regents Policy outlines the general guidelines to be followed in negotiating, executing, and administering all contracts and related necessary legal documents and instruments not requiring board approval. The President's Delegations of Authority, issued annually, also outline guidelines for negotiating and executing contracts.
- 2.3. Request for authorization to acquire or lease property, or to construct new facilities, or to expand or renovate existing academic or auxiliary buildings shall include:
 - a. A needs assessment analysis that clearly defines the purpose of the facility and how it relates to the mission of the institution or entity. Both degree and non-degree offerings, where applicable, must be consistent with the institution's role and scope mission statement and must comply with the guidelines for offering academic courses as set forth by the Texas Higher Education Coordinating Board.
 - b. Evidence of the academic program's ability to meet Southern Association of College and Schools standards.
 - c. The total initial cost to acquire the capital asset.
 - d. A five (5) year projected budget for continued operations.

- 2.4. Prior to discussions with client groups, preliminary investigations and discussions must be approved by the dean or director of the division or college, the appropriate Provost or Vice President, the Chief Financial Officer and/or the Chief Operating Officer and President.
- 2.5. Projects shall be assigned an institutional project ranking in the submitted MP1.
- 2.6. Projects shall conform to the master plan for the university.
- 2.7. In addition to the general guidelines listed above, projects that have a fundraising component shall provide the following:

- a. A funding plan which contains:

- Proposed specified amounts of institutional funds by category, including HEAF allocation and/or other sources (e.g., bonding).
- Identified fundraising prospects, gift chart and a fundraising business plan that have been approved by the Vice President for University Advancement.

- b. An approved project scope, description of the facility, and identified naming opportunities, pursuant to the University's Naming Rights policy.

- 2.8. All requests contemplated in this policy are required to follow the process outlined in the Project Evaluation Procedure manual as posted on the Plant/Facilities website.
- 2.9. This policy is being established to determine the feasibility of projects and their priority in meeting the mission of Texas Southern University
- 2.10. Courses and program delivery by joint colleges shall be determined by written agreement between participating entities and approved by the President.
- 2.11. The Plant/Facilities office shall provide project evaluation services for the administration. These services are to be provided according to guidelines noted in the Project Evaluation Procedures manual.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Chief Operating Officer

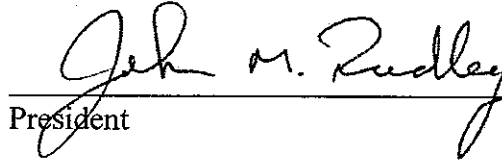
Review: Every three years, on or before March 1

4. APPROVAL

Approved:



Chief Operating Officer



President

06/24/09

Date of President's Approval