I. PURPOSE AND SCOPE

This document defines the roles and responsibilities of the Campus Facilities Planning Committee (CFPC). This committee 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. Facilities/Construction Management (F/CM): A department of the Administration and Finance (A&F) division that includes Facilities Services and Facilities Planning & Construction.

C. Review Subcommittee (RSC)/Planning and Approval Committee (PAC): A subcommittee of the Campus Facilities Planning Committee.

D. Quorum: 51% representation of the CFPC Membership.

E. University Architect: A professional employee of the Facilities Planning and Construction Department.

F. designLAB: The professional research group of the Gerald D. Hines College of Architecture and Design.

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*

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

2. Supporting Ex-Officio committee members:
   b. A representative from designLAB
   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 CFPC Review Subcommittee (RSC) Planning and Approval Committee (PAC) will meet and review all project requests prior to the CFPC bi-monthly meeting.

E. RSC-PAC Membership

1. The Subcommittee Committee will consist of the following representatives:
   a. University Architect
   b. A representative from designLAB.

2. Subcommittee Committee Review Process:
   a. An F/CM representative or campus client will submit a project request in the standard template to the University Architect at least one week prior to the scheduled subcommittee meeting.
   b. The University Architect verifies all needed information is accurate to present at the RSC-PAC meeting. The University Architect will provide any feedback for resubmission, if required.
   c. The F/CM representative presents the project to the RSC-PAC.
   d. The RSC-PAC reviews and verifies all proposed projects meet CFPC criteria and provides any necessary feedback. The F/CM representative must have approval from the RSC-PAC prior to the CFPC meeting submission.
   e. If approved by the RSC-PAC, 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 either committee will need to be revised and resubmitted through the RSC-PAC, then resubmitted to the CFPC.

3. RSC-PAC Checklist

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

**EVALUATION CRITERIA TABLE**

<table>
<thead>
<tr>
<th>Meets Criteria</th>
<th>Does Not Meet Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Follows CFPC template.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clearly portrays the scope of the project.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request meets CFPC project criteria and Campus Design Guidelines and Standards.</td>
</tr>
</tbody>
</table>

V. CFPC COMMITTEE REVIEW PROCESS

A. The F/CM representative will present the RSC-PAC-approved project to the full committee in the standard template for committee approval.
B. When a vote during a meeting is taken, a quorum must be present.

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 RSCPAC.

F. If a committee 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 committee 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 on or before October 1

VII. APPROVAL

Associate Vice President for Facilities/Construction Management

Senior Vice President for Administration and Finance

President

Date of President's Approval: __________________________

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
## REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
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<tbody>
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<td>1</td>
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