

Texas Woman's University University Regulation and Procedure

**Regulation and Procedure Name: Facilities Management Project Review
Approval Process**

**Regulation and Procedure
Number: URP: 04.510**

Policy Owner: Finance and Administration

POLICY STATEMENT

The Texas Woman's University policy for submitting requests for review and approval for modifications to spatial rearrangement or functional reorganization from University Administrators is outlined below.

APPLICABILITY

This policy is applicable to TWU Employees.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. General Guidelines

Protocol shall be as follows:

- A. Concept level request from departments must be made to the Dean and then submitted to the Executive Vice President for Academic Affairs and Provost for approval.
- B. Revisions to any Academic (E&G) spaces shall be presented to and reviewed by the Vice President for Finance and Administration and/or Academic Affairs and the Associate Vice President for Facilities Management and Construction.
- C. Revisions to any Auxiliary spaces shall be presented to and reviewed by the Vice President for Student Life.

- D. After these reviews are complete, the appropriate Vice President's proposal will be submitted utilizing the approved Facilities Management and Construction Department's procedure that can be accessed via its website, After reviewing the general information page, please click on the 'How to Submit' link found in middle of page. The Project Request form is linked at bottom of page.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[TWU Facilities Management and Construction Website](#)

FORMS AND TOOLS

None

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