

Texas Woman's University University Regulation and Procedure

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

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

Policy Owner: Finance and Administration

POLICY STATEMENT

This policy establishes the requirement for the review and approval of building improvements, modifications, or spacial rearrangements throughout Texas Woman's University ("TWU" or "University").

APPLICABILITY

This policy is applicable to TWU Employees and University Affiliates.

DEFINITIONS

1. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
2. "University Affiliate" means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
 - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
 - b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
 - c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.

- d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
- e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

REGULATION AND PROCEDURE

I. General Guidelines

All requests for building improvements, modifications, or spacial rearrangement must be submitted for approval to Facilities Management and Construction (“FMC”) via the process outlined in this policy. These requests include, but are not limited to, the following:

- A. Construction of a new facility or building;
- B. Renovation of an existing facility or building or portion of a facility or building;
- C. Spacial rearrangement, modifications, or usage;
- D. New or replacement furniture; or
- E. All other facility-related projects that would result in a facility or building improvement, modification, or spacial rearrangement.

II. Requests

- A. Initial requests from departments, including projects that fall under the scope of URP 04.570: Capital Planning Policy, must be made via the Project Information Form (“PIF”). These requests must include concept-level information related to the proposed building improvement, modification, or spacial rearrangement. Once submitted by the department, the PIF will be routed to the appropriate department head and Division Vice President or Division Head for review and approval.
- B. If the Division Vice President or Division Head approves the request, the PIF will be reviewed by FMC for feasibility. FMC will approve or deny the request. If the request is approved and accepted, it will be assigned to FMC department personnel for completion. FMC’s decision on a request is final.
- C. Upon the completion of a PIF and FMC’s approval of the request, the requesting department must complete a Project Request Form (“PRF”) for project execution if they opt to proceed with the project.

III. Policy Violations

- A. Employees that violate this policy are subject to corrective and disciplinary action, including and up to dismissal, in accordance with TWU's URP 02.330: Faculty Responsibilities, Standards of Conduct, and Disciplinary Processes and URP 05.600: Staff Standards of Conduct and Disciplinary Process.
- B. TWU may also take corrective action against University Affiliates that violate this policy, including and up to termination of TWU's relations or access with that University Affiliate.

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

[URP 04.570: Capital Planning Policy](#)

[URP 02.330: Faculty Responsibilities, Standards of Conduct, and Disciplinary Processes](#)

[URP 05.600: Staff Standards of Conduct and Disciplinary Process](#)

FORMS AND TOOLS

[Project Request](#)

[Requesting a Project](#) (Knowledge Base Article)

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