



**I. 9.1.2 The Texas Higher Education Coordinating Board**

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.1 University Facilities	Date Last Reviewed: August 2012
Responsible Entity: Senior Executive Vice President/Chief Operating Officer	Date Last Revised: August 2012

**II. Purpose**

To establish the requirement of reporting the UT Health San Antonio facilities inventory to the Texas Higher Education Coordinating Board.

**III. Scope**

This policy applies to the Senior Executive Vice President/Chief Operating Officer and their employees involved in reporting on behalf of UT Health San Antonio.

**IV. Policy**

**A. Reporting Requirements**

The Senior Executive Vice President/COO is responsible for reporting no later than November 1 of each calendar year UT Health San Antonio (UTHSA) facilities inventory in a format prescribed by the Texas Higher Education Coordinating Board (THECB). This information is an integral part of the funding and facilities request process at THECB and The University of Texas System level.

**B. Departmental Review - Annual and Ongoing**

The Department of Facility Space Planning and Real Estate provides a process for ongoing update of all facilities assigned, on loan or leased by UTHSA for use by individual departments via FM Systems. Reviewers and approvers, within each UTHSA department, may access facilities data at any time during the year to update that data. Although the update capability is always available, an additional THECB requirement is for annual facilities review prior to the official facilities submission. The Department of Facility Space Planning and Real Estate will formally request this annual review of all departments in May of each year and provide information relative to building codes, space use codes and functional category codes for use by departmental users in the conduct of their facilities update.

## 9.1.2 The Texas Higher Education Coordinating Board

### C. Off-Campus Leased Space

All leased space used for UTHSA activities by University employees, regardless of how the space is contracted (i.e., The University of Texas System contract or through a 501(c)(3) corporation), must also be reported to THECB and The University of Texas System.

### V. Definitions

*There are no defined terms used in this Policy.*

### VI. Related References

*There are no related documents associated with this Policy.*

### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
08/2012	Policy Revision		