



# University Architect & Associate VP Policy & Procedure #1

**TITLE:** **COMMITTEE APPOINTMENT – FACILITY PROGRAMS**

**OBJECTIVE AND PURPOSE:** To appoint a program committee and committee chairperson for the development of a Facility Program.

**RESPONSIBILITY**

**ACTION**

**PROGRAM COORDINATOR AVP OFFICE**

- ◆ Review potential list of committee representatives and a Committee Chairperson with Associate Vice President. Program Committee to be comprised of:
  - Program Coordinator
  - Representative from Facilities Planning
  - User Group Representative (Chairperson)
  - Campus Vice President
  - Additional User Representatives as deemed Appropriate
- ◆ Prepare memorandum from the Associate Vice President to the Office of the University Architect identifying the names of recommended program committee members and Committee Chairperson.

**ASSOCIATE VICE PRESIDENT**

- ◆ Review, sign and forward memorandum to the Office of the University Architect.

**UNIVERSITY ARCHITECT**

- ◆ Review recommendation with the University President.
- ◆ Forward any changes or approval of Committee Members and Chairperson to the Associate Vice President's Office.

**PROGRAM COORDINATOR AVP OFFICE**

- ◆ Prepare notification letter to Program Committee members.

**ASSOCIATE VICE PRESIDENT**

- ◆ Issue formal notification to the Program Committee members.

**REFERENCE**

- ◆ ***CM-N-04.00 – 09/97***

Issued By: Dashtaki	Date Issued: 4/1/2001	Date Revised: 6/1/2002	Effective Date: 6/1/2002
APPROVED:			<b>N/A</b>
	Vice President	Associate V.P.	Director