



University Architect & VP for Facilities Policy & Procedure #8

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**

FACILITIES PLANNING, PROGRAM COORDINATOR

- ◆ Review potential list of committee representatives and a Committee Chairperson with University Architect & Vice President (UAVP) for Facilities. 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

UNIVERSITY ARCHITECT AND VICE PRESIDENT FOR FACILITIES

- ◆ Review, sign and forward memorandum to the University President.
- ◆ Review recommendation with the University President.
- ◆ Forward any changes or approval of Committee Members and Chairperson to the Facilities Planning Program Coordinator.

FACILITIES PLANNING, PROGRAM COORDINATOR

- ◆ Prepare notification letter from UAVP to Program Committee Members.

Issued By: Dashtaki & Capeletti	Date Issued: 4/1/2001	Date Revised: 9/2010	Effective Date: 6/1/2002
APPROVED:	Vice President	Assistant V.P.	Director