

## William Paterson University Policy Functional Policy

<b>SUBJECT:</b>	Capital Planning	<b>TITLE:</b>	POLICY FOR ACADEMIC AREA RENOVATION PROPOSALS		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Sr Vice President, Administration & Finance		<b>Responsible Office:</b>	Capital Planning, Design, and Construction	
<b>CODING:</b>	02-30-40-00-00	<b>ADOPTED:</b>	7/1/2015	<b>AMENDED:</b>	
			<b>LAST REVIEWED:</b> 5/30/19		

**I. PURPOSE**

This policy is intended to create a coordinated and structured process to review requests for renovations to academic area spaces. This policy also intends to align the funding for renovations with the annual budgeting process.

**II. ACCOUNTABILITY**

This policy is administered by the Associate Vice President, Administration.

**III. APPLICABILITY**

This process does NOT apply to minor repairs and regular upkeep (painting, carpets, IT/AV, Furniture) or to emergency repairs—if you have an emergency related to facilities, contact Physical Plant Operations directly and keep the Provost Office informed.

This process DOES apply to any classroom or office renovation request in excess of \$100,000.

**VII. POLICY FOR ACADEMIC AREA RENOVATION PROPOSALS**

Part One: No later than October 1<sup>ST</sup> of each fiscal year:

Deans will present to the Office of the Provost a preliminary list of proposed academic space renovations. These proposals will address the need for the renovation which are: Space constraints; Enrollment growth (actual and potential); Academic program development (new or redesigned academic programs); Obsolete or outdated facilities.

Proposals should identify the reasons for the renovation request and explain how the proposal aligns the strategic plan or other initiative. The Provost must approve the proposed project at the conclusion of this phase before pursuing the next step.

Part Two: No later than November 1<sup>st</sup> of each fiscal year:

Deans Council will review and discuss all proposals and Office of the Provost will develop a list of academic space renovations to be explored.

Deans and Departments with projects on this list will then contact Capital Planning, Design and Construction and will work with that office on cost estimates for the projects on the list.


Part Three: No later than February 1 of each fiscal year:

Full proposals (including part one academic proposal information and part two cost estimate information) will be presented to the Office of the Provost.

Office of the Provost staff will meet with the respective Dean to review the full proposals.

Upon the Provost's review and approval of the proposal in Part Two, the project will be reviewed with the Sr Vice President, Administration & Finance for inclusion in the list of priorities to be considered by Cabinet and President for presentation to the Board of Trustees for the next budget cycle. Approved projects will included in the Capital Plan.

By Direction of the Sr Vice President, Administration & Finance:

Date 11/2/15  
  
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Stephen Bolyai, Sr Vice President, Administration & Finance