



EAST TENNESSEE STATE
UNIVERSITY

Facilities Planning and Design

Policy Name: Facilities Planning and Design

Policy Purpose

This policy specifies East Tennessee State University's (ETSU or University) responsibilities for the planning and design of any ETSU Major Capital Project.

Applicability

This policy applies to University faculty, staff, and third-party vendors.

Responsible Official, Office, and Interpretation

The Associate Vice President for Facilities Management is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of Facilities Management. The Chief Operating Officer, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Major Capital Project

Any ETSU Capital project, for which an architect or engineer is engaged, having a minimum threshold value/cost of \$100,000.00.

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Prior to proceeding with preplanning or design of any Major Capital Project, ETSU Capital Planning and Design, in coordination with the Chief Operating Officer (COO) and a representative of the affected University department(s) or program(s), shall develop a comprehensive program statement for the project.

The program statement shall set forth the scope of the proposed project and the functional requirements to be satisfied and must be approved by ETSU Capital Planning and Design, the COO, and the President or designee.

The program statement shall be the basis for the preplanning and design of the Major Capital Project.

The Associate Vice President of Facilities Management shall ensure that the preplanning, design, and final plans of each Major Capital Project are carried out in conformance with the approved program statement.

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Procedures

N/A

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Applicable Forms and Websites

N/A

Authority and Revisions

Authority: TCA § 49-8-203

Previous Policy: TBR Policy Facilities Planning & Design: 4.01.02.30

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.