

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 9	Facilities	Effective:	June 2000
Section 9.1	University Facilities	Revised:	December 2008
Policy 9.1.2	The Texas Higher Education Coordinating Board	Responsibility:	Vice President for Academic Administration

THE TEXAS HIGHER EDUCATION COORDINATING BOARD

Reporting Requirements

The Vice President for Academic Administration is responsible for reporting no later than November 1 of each calendar year the Health Science Center (HSC) 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.

Departmental Review – Annual and Ongoing

The Facilities Data Management System (FDMS) provides a process for ongoing update of all facilities assigned, on loan or leased by the Health Science Center for use by individual departments. Reviewers and approvers, within each Health Science Center department, may access facilities data at any time during the year to update that data and submit to Scheduling and Facilities Data Management for coding and approval in accordance with THECB guidelines. Although the update capability is always available, an additional THECB requirement is for an annual facilities review prior to the official facilities submission. The Scheduling and Facilities Data Management Office will formally request this annual review of all departments 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.

Off-Campus Leased Space

All leased space used for Health Science Center 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.

Space Assignments, Loans, or Leases

The Director of Facility Space Planning and Real Estate Contracts is responsible for conveying all changes in facility assignment, loan, lease, or use to the Director, Scheduling, and Facilities Data Management for update of the FDMS in accordance with THECB guidelines and rules.
