



**Policy Title:** GE2034 - Campus Planning and Design

**Subject Area:** General

**Responsible Official(s):** Executive Vice President and Chief Financial Officer

**Responsible Office(s):** Campus Planning and Design

## Policy Statement

This policy provides details on responsibilities relative to the functions of campus master planning and facilities design and construction on the campuses of the University of Memphis.

This policy establishes procedure and guidelines:

To provide for efficient master planning, request of funds, approval, and design of capital outlay, capital maintenance and other major projects that affect campus facilities and grounds and to assure compliance to all related requirements, codes, standards, regulations, and planning standards.

To provide coordination and compliance to all State Building Commission (SBC) and Tennessee Higher Education Commission (THEC) policies, standards, procedures, guidelines and regulations.

To provide proper short and long range planning for campus development to best meet the University's missions and goals as directed by the University's President and the University Board of Trustees.

## Definitions

**Tennessee Higher Education Commission** – State agency, also known as THEC, serving as coordinating body for public colleges, universities, and technology centers.

**State Building Commission** – Oversees construction of all State public buildings and has authority over most acquisition, disposal, improvement or demolition of real property owned by the State, with the exclusion of roads, highways and bridges.

## Procedures

### **Master Planning**

The University shall have a campus facility master plan approved by the Board of Trustees, THEC and the SBC which should address building development for the institution's mission and enrollment growth, land acquisition and disposal, vehicular and pedestrian circulation, parking facilities, outdoor physical education, recreation and athletic facilities (where applicable), utilities and landscaping.

The Department of Campus Planning and Design develops and maintains the Campus Master Plan for all the University's Campuses and regularly revises this plan to meet the functions, mission, and goals of the University.

The Campus facility master plans should be internally reviewed by campus staff at least every two years. Every ten years a formal update is required by THEC.

If an update of the existing master plan is deemed necessary by the President, Campus Planning and Design will document the need and initiate a request to retain a professional consultant to the State Building Commission.

New master plans and updates shall be prepared by professional consultants appointed by the State Building Commission. They shall be approved by the Board of Trustees, submitted to THEC for review and comment and approved by the State Building Commission.

New building construction or addition projects should be addressed in the master plan prior to the submission for funding to THEC.

Funded projects must be consistent with the master plan and will be submitted to THEC for approval to submit to the State Building Commission for approval of scope, budget, funding source, selection of designer and eventual design approval and approval to proceed with construction. Campus Planning and Design is responsible for coordinating these processes.

Prior to proceeding with preplanning or design of any major project for which an architect or engineer is engaged, Campus Planning and Design and University staff will develop a comprehensive program statement for the project.

This program statement shall fully set forth the scope of the proposed project and the functional requirements to be satisfied. When approved by the Board of Trustees, the President and the Chief Operations Officer, the program statement shall be the basis for the preplanning and design of the project.

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Consistent with the Master Plan, Campus Planning and Design prepares the University's yearly Capital Projects request for submission to THEC as approved by the President and Board of Trustees. Campus Planning and Design coordinates this request with the Departments of Physical Plant and Space Planning and Utilization and involved user departments.

The majority of campus projects requiring Board of Trustee approval will be included in the annual Capital Budget for Capital Outlay, Capital Maintenance and Disclosure projects that is approved by the President and Board of Trustees. After funding is in place, these projects then proceed with State Building Commission approval, selection of designer, design and construction. Occasionally, projects are needed to be established that are not consistent with this annual timing cycle and require approval by the President before submission to the State Building Commission. These projects may be gifts, demolition, special opportunity, emergency or others as needed by the campus and the President will inform the Board of the specific of the projects.

## **Design**

The Department of Campus Planning and Design performs design as well as sets consistent standards for all aspects of new construction, renovation, modernization, maintenance, and modification of campus features including but not limited to buildings, building interiors, furnishings and equipment, signage, grounds, landscapes, sites, and infrastructure, etc. for all campuses of the University of Memphis and for both projects designed by University staff and by outside design consultants. (Related [GE2028 - Facilities and Grounds Alterations and Improvements](#) outlines further elements and details for non-State Building Commission approved projects.)

Campus Planning and Design staff will ensure that the preplanning, design, and final plans of each project are carried out in conformance with the approved program statement. Major projects require an early design phase review with the Board of Trustees, THEC and the State Building Commission.

Campus Planning and Design coordinates compliance of projects to various regulatory standards and codes established by Local, State, and Federal Governments. Campus Planning and Design closely coordinates campus construction with Physical Plant and the University's Office of Environmental Health and Safety.

Campus Planning and Design closely coordinates its assigned planning functions with related activities, operations, and planning of the Departments of Physical Plant and Space Planning and Utilization. Campus Planning and Design is responsible for facility programming.

## **Construction**

Campus Planning and Design manages and coordinates all aspects of construction for all campuses of the University of Memphis, including determining project delivery methods, pricing, procurement, observation, and closeout. These functions are closely coordinated to the University's Procurement and Contract's Office as well as Physical Plant and must follow the policies of the State Building Commission and State Architect's Office.

### **Building signage, interior design, finishes, furnishings and equipment**

Campus Planning and Design designs as well as sets consistent standards for interior, exterior, and site signage to meet the needs and functions of the University and to assure compliance with applicable standards and regulations. The appearance of such signage and graphic related to the University's brand, promotion, and image is coordinated by Campus Planning and Design with the University's Marketing and Communications Department.

Campus Planning and Design designs as well as set constant standards for interior design, finishes, furnishings, and equipment for the University's campuses. The department assures compliance of these items to function, performance, durability, maintenance, and regulatory requirements. This is particularly important for furniture and equipment items that are regulated under codes and/or are connected in any permanent or semi-permanent way to building utility systems.

Campus Planning and Design manages and coordinates aspects of procurement for furnishings and equipment for all campuses of the University of Memphis including determining procurement methods, pricing, procurement, observation, and closeout. These functions are closely coordinated to the University's Procurement and Contracts Office as well as Physical Plant. These functions are also closely coordinated to various contracts under which the University can purchase said items including State Contracts, other state university's buying agreements, and other related non-profit buying groups or agreements.

### **Site names, facility names, space names, commemoratives, memorials, dedications**

Campus Planning and Design follows policies and standards for the physical implementation of naming of any campus element pursuant to [GE2003 - Identification of Buildings and Facilities](#).

Campus Planning and Design secures the appropriate approval level as required for named campus elements as needed as approved by the President. These named items include but are not limited to room names, space names, names of site elements, dedicated items both interior and exterior, commemoratives, memorials, plaques, benches, art, sculpture, plazas, trees, and similar.

Campus Planning and Design sets designs, content, and standards for building plaques, item plaques, signage, or dedications.

Plaques for new or newly renovated buildings and facilities shall be included in said project and shall include the name of the Governor(s), all State Building Commission members, the names of the members of the Board of Trustees, President(s), the architect, contractor and state architect from the date of Building Commission approval of a specific project to the completion of the project. If the building/facility has been named for an individual or group in accordance with University Policy, the building plaque may include the name of the individual or group for which the building/facility is named.

**Last Revision Update Log:** 03/17/2023

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