

## 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>	Associate Vice President, Administration		<b>Responsible Office:</b>	Capital Planning, Design, and Construction
<b>CODING:</b>	02-30-40-00-00	<b>ADOPTED:</b>	7/1/2015	<b>LAST REVIEWED:</b> 12/20/23

### 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.

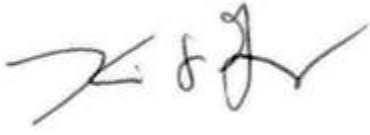
### VII. POLICY FOR ACADEMIC AREA RENOVATION PROPOSALS

Deans will present to the Office of the Provost a preliminary list of proposed academic space renovation needs by October 15. 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growth (actual and potential); Academic program development (new or redesigned academic programs); Obsolete or outdated facilities.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 University Strategic Plan or other initiative. The Provost, in consultation with the Deans as may be needed, determines which projects will be advanced to the Associate Vice President for Administration for University consideration.

The Associate Vice President for Administration will review the projects advanced, consult with Capital Planning, Design and Construction, the Provost, and/or Deans as may be needed to determine feasibility, timeframe, and/or what may be possible within the framework of the request. A decision will be communicated to the Provost, including for any projects that will require Cabinet and/or President review based on size, scope, and projected costs, and anything ultimately requiring Board of Trustee Approval.

By Direction of the Associate Vice President, Administration

Date: 1/31/23

A handwritten signature in black ink, appearing to read 'K. Garvey', is written above a horizontal line.

---

Kevin F. Garvey, Associate Vice President for Administration