

Indiana University Northwest Facilities Request Process

Created 2006

August-September - Facilities Planning Committee (FPC) chairperson contacts vice chancellors, deans, and directors, advising them of the start of the facilities request cycle (cycle is July through June) and attaching copies of the Facilities Request Process and the Facilities Request Form. Administrators are asked to send this information to their respective staff members and units under their supervision.

August, September, October, and November - FPC chair sends a campus-wide email, reminding/advising the campus community of the facilities request cycle and attaching copies of the Facilities Request Process and Facilities Request Form.

July 1-November 15 - Campus units submit requests via the Facilities Request Form to their respective deans and/or vice chancellors. Upon signing a Facilities Request Form (and therefore endorsing a request), vice chancellors forward the forms to the Facilities Planning Committee chair.

November 15 - Deadline for facilities request submissions. FPC chair compiles all requests into master list and sends it to the Facilities Planning Committee for review prior to their December meeting.

December - FPC meets to consider all campus facilities requests and produce draft solutions/responses to the requests.

January-February - FPC chair meets with facilities requestors, their deans and vice chancellors and reviews the FPC recommendation with them. FPC chair requests final cost estimates and source of funding if not provided earlier. If the requestor(s) objects to the FPC recommendation, their objection will be included in the final report to the Vice Chancellor for Administration.

March 1st - FPC chair forwards FPC recommendations, including cost estimates, to the Vice Chancellor for Administration. The Vice Chancellor reviews the recommendations with the Chancellor's Leadership Team. Final decision rests exclusively with the Chancellor.

March 31st - The Chancellor or Vice Chancellor for Administration will notify the FPC chair of the final decision made on each request.

April - FPC chair sends a letter to all requestors who have had their request approved by the Chancellor. The letter outlines the next steps to be taken. The FPC chair meets with all requestors whose request was either approved with modifications or denied. These meetings will include the requestor, their dean and when possible the Vice Chancellor.

Emergency / Off-Cycle Requests

If an individual has a facilities request which they believe is urgent they should speak with their Dean. If their dean endorses the request and agrees that it is urgent, the dean upon submitting it to the appropriate Vice Chancellor should ask the Vice Chancellor to treat it as an emergency request. If the Vice Chancellor agrees, he/she will endorse the request and take it to the Vice Chancellor for Administration. The Vice Chancellor will share the request with the Chancellor's Leadership Team and they will determine if the request is urgent. If the request is considered urgent, the Vice Chancellor for Administration will send it directly to the chair of the Facilities Planning Committee with instructions for an immediate review by the committee. After review the committee will submit their recommendation to the Vice Chancellor for Administration who will review it with the Chancellor's Leadership Team. Final decision rests exclusively with the Chancellor.

If the request is determined not to be of an emergency nature by the dean, the Vice Chancellor or the Chancellor's Leadership Team, the request should be forwarded to the chair of the facilities committee for review at the annual December meeting.

The Facilities Planning Committee may independently decide to review additional requests throughout the year prior to the annual review if they deem it appropriate.

Revised April 2008
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