THE TEXAS HIGHER EDUCATION COORDINATING BOARD

Reporting Requirements

The Senior Executive Vice President/COO 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 Department of Facility Space Planning and Real Estate provides a process for ongoing update of all facilities assigned, on loan or leased by the Health Science Center for use by individual departments via FM Systems. Reviewers and approvers, within each Health Science Center departments, may access facilities data at any time during the year to update that data. Although the update capability is always available, an additional THECB requirement is for an annual facilities review prior to the official facilities submission. The Department of Facility Space Planning and Real Estate will formally request this annual review of all departments in May of each year 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.