

ADMINISTRATIVE DIVISION UNIV University Administration		POLICY NUMBER UNIV 7.01
POLICY TITLE Design Review Committee		
SCOPE OF POLICY USC System	DATE OF REVISION June 23, 2023	
RESPONSIBLE OFFICER President	ADMINISTRATIVE OFFICE Office of the President	

PURPOSE

The University of South Carolina Design Review Committee is charged with ensuring adherence to University of South Carolina design guidelines, whenever adopted by the Board of Trustees.

POLICY STATEMENT

The Committee is appointed or re-appointed by the Chair of the Board of Trustees, with consultation from the President and others, upon the Chair’s election or re-election. When possible, a “staggered” set of terms of service will extend institutional memory and maintain inspired contemplation of the processes to be followed. Membership in good standing will depend upon regular attendance at Committee meetings.

The Committee will include the following members:

- A. The Chair of the Finance and Infrastructure Committee of the Board of Trustees, who shall chair the Committee
- B. A member of the Board of Trustees appointed by the Chair of the Board
- C. A consulting planning professional
- D. A consulting architect
- E. A consulting landscape architect
- F. The Executive Vice President and Chief Financial Officer
- G. A retired South Carolina architect, with no active business interests in this field
- H. A retired South Carolina landscape architect, with no active business interests in this field
- I. A faculty representative
- J. An alumni representative
- K. A Presidential designee
- L. The University Architect

PROCEDURES

The Committee shall meet as needed to review specific projects, and arrangements will be made to incorporate electronic participation as necessary to ensure careful review of all materials by those representatives unable to be present in person.

The Committee shall convene at least annually to permit reviews of ongoing and upcoming projects and of Committee procedures.

The Committee shall implement thoughtfully the design tenets for the University of South Carolina whenever a new project is proposed that affects campus buildings, public spaces, and/or landscape design. General steps will include the following:

1. study and become fully familiar with the design review guidelines;
2. determine the precise nature of documentation required to be presented at each stage of the process;
3. ensure that University staff has made available a complete copy of the University Facilities Master Plan, including relevant design principles and guidelines to each prospective project design team;
4. hold an initial meeting with the architect or designer to clarify the scope of the project and the intent of the University, as justified by the scale and impact of the project;
5. depending on the scale and impact of the project, require formal, intermediate, and final presentations of the schematic design phase as proposed by the project design team;
6. provide comments to the project design team in writing; and
7. conduct a post-construction project assessment during a subsequently scheduled Committee meeting.

The Design Review Committee may determine that fewer steps are needed if the scale or impact of the project is not significant enough to require extensive review. A simple majority of the members present can make a formal decision about project recommendations.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 23, 2023	New policy approval