

POLICY

Effective Date: 1/10/2017

Approved By: Provost's Council

See Also:	PRO-AA2100.01A	Establishing an Academic Center or Institute
	PRO-AA2100.01B	Reviewing an Academic Center or Institute
	PRO-AA2100.01C	Terminating an Academic Center or Institute
	FRM-AA2100.01A	Establishing an Academic Center or Institute Form
	FRM-AA2100.01B	Joint Appointments Form
	FRM-AA2100.01C	Request to Terminate an Academic Center or Institute Form

POL-AA2100.01 Establishing, Reviewing, and Terminating Academic Centers and Institutes

This policy governs the establishment, operation, and review of academic centers/institutes. All academic centers/institutes in Academic Affairs are governed by this policy. The University also maintains other administrative centers, such as the Counseling Center and the Career Services Center, with internal service missions, which are not covered by this policy.

A list of existing approved academic centers/institutes and a list of administrative centers is maintained in the Provost's Office. Academic centers/institutes can determine for themselves whether to be called a center or institute.

Definitions:

Academic Center/Institute: An academic center/institute is an entity, housed within a unit in Academic Affairs, that has at least one of the following as a core activity: a degree program (major or minor) or scholarly research produced or sponsored by the entity. That is, faculty and staff associated with such entities teach courses that lead to degree programs or conduct scholarly research.

Administrative Center: An administrative center is an entity that provides assistance and support for other organizations within Academic Affairs that engage in teaching or scholarly and creative activity.

Responsible Officer (or designee): The individual(s) responsible for recommending creation of a center or institute under the purview of the Provost. The individual(s) must have a faculty appointment or retain a faculty appointment (in the case of administrators).

Administrative Authority: The administrator the unit reports to

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1. Centers and Institutes Fulfill One or More Purposes or Functions

Centers and Institutes:

- a. Provide programmatic efforts that give identity and focus not fully embodied in specific undergraduate or graduate programs.
- b. Provide a mechanism and platform for outreach activities.
- c. Facilitate and improve the ability of faculty members to obtain external funding.
- d. Stimulate interdisciplinary scholarship, research, creative activity, and interactions.
- e. Support student engagement in community, regional, or global issues.
- f. Enhance the University's visibility and identity in strategic areas.

2. Responsible Officer (or Designee) Recommends the Establishment of a Center or Institute

A recommendation to establish a center or institute requires an operating plan that identifies funding, equipment, support personnel, research, promotion, and space needs.

3. Appropriate Department Chairs in Consultation with the Department, College Deans, and the College Governance Committee Endorse the Establishment of a Center or Institute

4. Appropriate Department Chairs and College Deans Consult with the Vice Provost for Research and Sponsored Programs and the Vice President for Advancement, if Applicable, to Endorse the Establishment of a Center or Institute

5. Appropriate Department Chairs and College Deans in Consultation with the Provost, the President, and the Board of Trustees Review and Approve the Establishment of a Center or Institute

6. Tenure-line Faculty Affiliated or Associated with a Center or Institute Will Have Their Full Time Equivalent (FTE) Appointment in a Single Academic Department, or Their Proportional FTE in More than One Department Will Be Structured According to the Guidelines for Joint Appointments

7. Centers and Institutes Must Submit an Annual Report to the Administrative Authority

8. Centers and Institutes Must Undergo a Program Review after the First Two Years, and then Once Every Five Years or More Frequently if Needed

The review will be chaired by the Administrative Authority.

9. Centers and Institutes May Be Terminated

Centers and institutes exist with the approval of the Provost and President and may be terminated for a variety of reasons. These reasons include but are not limited to:

- a. The center/institute no longer supports the mission and strategic plan of the unit in which it is housed.
- b. The center/institute lacks faculty or staff willing to run it.

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- c. Funding sources cease to exist or budget/funding priorities have shifted.
- d. The center/institute fails to execute the activities for which it is responsible.

