

# PROCEDURE

Effective Date: 1/10/2017

Approved By: Provost's Council

See Also:	POL-AA2100.01	Establishing, Reviewing, and Terminating Academic Centers and Institutes
	PRO-AA2100.01A	Establishing an Academic Center or Institute
	PRO-AA2100.01B	Reviewing Academic Centers and Institutes
	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 of Institute Form

## PRO – AA2100.01C Terminating Academic Centers and Institutes

### Action By:

Administrative Authority

### Action:

1. Complete form for termination of academic center or institute citing criteria outlined in POL-AA2100.01. Submit form to Provost with copy to Center/Institute Director.
2. Write response to termination request and submit to Provost with copy to Administrative Authority.
3. Review form and response and if appropriate submit proposal to terminate academic center or institute to the President for approval.
4. Review form, response, and Provost's proposal, and if appropriate forward proposal to terminate academic center or institute to the Board of Trustees for approval.
5. Review proposal for termination and upon approval forward to Provost.
6. Inform Center/Institute Director and Administrative Authority about final determination. Schedule meeting with affected parties to finalize plans for phase-out period.