PROCEDURE

Effective Date: 6/17/14
Approved By: Provost’s Council

See Also: POL-AA2100.01 Establishing, Reviewing, and Terminating Academic Centers and Institutes
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
FRM-AA2100.01B Joint Appointments

PRO – AA2100.01A Establishing an Academic Center or Institute

Action by: Action:

Responsible Officer (or designee) 1. Develops a two-page pre-proposal that includes the following:
   1. Proposed center or institute name
   2. Names of potential members
   3. Statement of purpose as it relates to the functions of centers and institutes (see Policy)
   4. Brief justification and expected impact/benefits
   5. List of goals
   6. Leadership and operating plan (example of activities)
   7. Expected budget and funding sources
   Submits it to appropriate department Chair(s) and Dean(s) and College Governance Committee(s).

Dean(s), Department Chair(s), College Governance Committee(s) 2. Review proposal in consultation with the Responsible Officer. If encouraged to proceed, the Responsible Officer prepares a proposal using FRM-AA2100.01A, Establishing an Academic Center or Institute, and forwards to the Vice Provost for RSP, Vice President for Advancement, or both.

Vice Provost for RSP/Vice President for Advancement (as appropriate) 3. Reviews proposal and upon approval forwards to the Provost or sends back to Responsible Officer for modifications.

Provost 4. Reviews proposal and upon approval forwards to Provost’s Council for further review.

Provost’s Council 5. Reviews proposal according to the guidelines presented on FRM-AA2100.01A, Establishing an Academic Center or Institute. If the center or institute requires resources for operation, the proposal is sent to the University Planning and Resources Council (UPRC) for consideration.

UPRC 6. Reviews proposal and provides recommendation to the Provost.

Provost 7. Decides whether to establish the proposed center or
**PROCEDURE**

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<tr>
<td>President</td>
<td>8. Reviews proposal and upon approval forwards to Board of Trustees.</td>
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<td>Board of Trustees</td>
<td>9. Reviews proposal and upon approval forwards to Responsible Officer.</td>
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<td>Responsible Officer</td>
<td>10. Creates the center or institute.</td>
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institute. If the decision is in favor of establishing the center or institute, the Provost forwards the proposal and endorsement to the President for approval.