

# PROCEDURE

Effective Date: 6/17/14

Approved By: Provost's Council

Policy Title

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:

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| Responsible Officer (or designee)   | 1. | <p><b>Develops</b> a two-page pre-proposal that includes the following:</p> <ol style="list-style-type: none"> <li>1. Proposed center or institute name</li> <li>2. Names of potential members</li> <li>3. Statement of purpose as it relates to the functions of centers and institutes (see Policy)</li> <li>4. Brief justification and expected impact/benefits</li> <li>5. List of goals</li> <li>6. Leadership and operating plan (example of activities)</li> <li>7. Expected budget and funding sources</li> </ol> <p><b>Submits</b> it to appropriate department Chair(s) and Dean(s) and College Governance Committee(s).</p> |
| Dean(s), Department Chair(s), College Governance Committee(s)                   | 2. | <p><b>Review</b> proposal in consultation with the Responsible Officer. If encouraged to proceed, the Responsible Officer prepares a proposal using <u>FRM-AA2100.01A, Establishing an Academic Center or Institute</u>, and <b>forwards</b> to the Vice Provost for RSP, Vice President for Advancement, or both.</p>   |
| Vice Provost for RSP/Vice President for Advancement (as appropriate)<br>Provost | 3. | <p><b>Reviews</b> proposal and upon approval <b>forwards</b> to the Provost or <b>sends back</b> to Responsible Officer for modifications.</p>   |
| Provost's Council   | 4. | <p><b>Reviews</b> proposal and upon approval <b>forwards</b> to Provost's Council for further review.</p>  |
| UPRC  | 5. | <p><b>Reviews</b> proposal according to the guidelines presented on <u>FRM-AA2100.01A, Establishing an Academic Center or Institute</u>. If the center or institute requires resources for operation, the proposal is sent to the University Planning and Resources Council (UPRC) for consideration.</p>  |
| Provost   | 6. | <p><b>Reviews</b> proposal and provides recommendation to the Provost.</p>   |
|   | 7. | <p><b>Decides</b> whether to establish the proposed center or</p>  |

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