

Guidelines for Board of Trustees Approved Centers and Institutes

A Board of Trustees approved Center or Institute is an entity, usually multidisciplinary in nature, that has a specialized mission related to research, service, instruction, or some combination of these areas of activity. Generally, Centers have a single focus, while Institutes are broader in scope and may have several Centers operating under their aegis. However, no degree- or certificate-granting academic programs can be administered by Centers or Institutes, and no probationary or tenured faculty appointments can be made through Centers or Institutes. Participation is by free association and should be part of a faculty member's workplan.

Procedure for the Creation of a new Center or Institute

Proposals for the establishment of new Centers or Institutes will follow the format detailed on the attached form and will be reviewed by the following individuals or bodies:

- The faculties of the departments or programs affected by the creation of a new Center or Institute.
- The chairpersons or directors of departments or programs affected by the creation of a new Center or Institute.
- The deans of colleges, schools, or equivalent units affected by the creation of a new Center or Institute.
- Each vice president affected by the creation of a new Center or Institute and the Vice President for Finance.
- The Faculty Senate.

At each stage of review, a recommendation will be made and forwarded with the proposal. Then, with the approval of the Provost, the Board of Trustees will make the final decision about the creation of a new Center or Institute.

At the time a new Center or Institute is created, the Provost will determine the University official to whom it will report. In general, Centers or Institutes utilizing faculty and resources primarily from one department (or its equivalent) will report to the chairperson of that department; Centers or Institutes using faculty and resources from more than one department within the same college (or its equivalent) will report to the dean of the relevant college; Centers or Institutes using faculty and resources from more than one college (or its equivalent) will report to an appropriate Vice President or Associate Provost. No Centers or Institutes will report directly to the Provost or to the President.

The Provost will maintain an official list of all Board approved Centers or Institutes. The list maintained by the Provost will also indicate the unit to which each Center or Institute reports, the date each was initiated, and the date each was last reviewed.

General Provisions

A new Center or Institute will function initially for a three-year probationary period. In the third year of the probationary period, the Provost will arrange for review of the Center or Institute and will make a decision about its continuation. Centers or Institutes that continue to function beyond the three-year probationary period will undergo a review arranged by the Provost every five years. At the time of review, the director or directors of the Center or Institute will complete a Request for Continuation.

All Centers or Institutes should file annual financial and status reports with the University official to whom they report. The Provost may dissolve a Center or Institute. However, the director of a Center or Institute may appeal the decision to the President and the Board of Trustees.

Any Center or Institute that wishes to alter its purpose, structure, or name will petition the Provost. If the Provost determines that the changes requested are substantial, a new Proposal for the Establishment of a Center or Institute will be required. Any Center or Institute that wishes to initiate its own dissolution will petition the Provost, explaining the reasons for the request.