

## **Centers and Institutes**

### **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 each 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.

### **Guidelines**

All proposals for center or institute must be approved by the Board of Trustees (BOT). Oversight for these entities is provided by the Office of Provost. Prior to approval by the BOT, all proposals for new certificates, programs, centers and institutes must be reviewed and approved by the Planning and Budget Committee, with input from the Academic Programs Committee of the Faculty Senate. Proposals approved by Faculty Senate will be forwarded to the Board of Trustees for final approval.

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 work plan.

If a proposed center or institute is to be included as a component of a grant or contract application for support from an external agency, the authorization for the plan should be approved prior to the submission of the application.

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## **Types of Centers or Institutes**

A Board of Trustees approved center or institute is an entity, usually multidisciplinary in nature; has a specialized mission related to research, service, or some combination of these areas of activity.

Other centers or institutes (not requiring BOT approval) include:

Administrative service centers  
Research service centers  
Academic (educational) support centers  
Student service/support centers  
Clinical service centers.

Centers of Excellence – As approved by the Council on Postsecondary Education for the University of Louisville include early childhood education; entrepreneurship; logistics and distribution; and molecular medicine and biotechnology/health related research.

No degree- or certificate-granting academic programs can be administered by centers or institutes.

## **Review Process**

The Provost Office in conjunction with Faculty Senate appoints a review committee that examines the goals, objectives, structure, and performance of all Board of Trustees approved centers or institutes on a three-year (initial review) or five-year schedule (continuation review).

The committee usually has five members. The chair of the committee is chosen from the unit representatives. The committee consists of representatives from:

Faculty Senate            3 members  
Graduate School/Council    1 member  
Vice President for Research and Innovation or Designee  
At-Large Member – 1 person from the faculty or staff  
Associate/Assistant Provost, or Vice Provost (ex officio).

The committee assignment is generally two (2) years in length with staggered terms to ensure continuity.