

Academic Centers and Institutes(drafted and revised by Randy Smith and Kay Halasek) 1-23-08, 1-30-08

Current Rule: 3335-3-36

“An academic center is a non-degree granting educational unit of the university engaged in research, instruction, or related service which crosses department, division, school, or college boundaries. An academic center is defined by its mission and scope, not its title, and may be described as a center, institute, laboratory, or similar term. Use of “center” or “institute” in the proposed names of units of the university shall be limited to academic centers unless approved by the Council on Academic Affairs.”

PROPOSAL

Academic centers/institutes are of two broad types, based on the inter-related characteristics of mission, source of funding, and reporting line.

University Centers

These centers typically will have a substantial research/scholarship component to their mission, but also may be involved in instruction, and/or related service. Their INTERNAL funding (initial and continuing) is drawn fully, or in large part, from central university funds (i.e., Office of the President, Office of Academic Affairs, Office of Research, COLLEGES OF THE ARTS AND SCIENCES). The leadership of the center will report to one or more of those Offices.

College Centers

These centers typically will have some mix, with variable emphases, of research/scholarship, instruction, service, clinical or outreach missions. INTERNAL funding (initial and continuing) is drawn fully, or in large part, from one COLLEGE or a small set of colleges. The leadership of the center will report to one DEAN or a small set of deans.

All centers will have:

- a director who is appointed by and reports to the relevant vice president(s) or dean(s)
- an oversight committee composed primarily of faculty who will be consulted regularly by the director
- a pattern of administration developed by the director in conjunction with the oversight committee that will include center membership criteria

No center may:

- serve as a tenure initiating unit
- establish independent course offerings and degree programs

The Office of Academic Affairs (OAA) will maintain a register of all academic centers.

II: Establishment of Centers

Individuals/groups wanting to establish an academic center, should consult with the Office of Academic Affairs to determine the appropriate path for proposal development.

University Centers

Proposals will be developed following the “guidelines for the establishment and review of academic centers” and submitted to the OAA for action.

The Chair of the Council on Academic Affairs (CAA), the Provost’s designee to that Council, and the Chair of the University Research Committee (URC) will review the proposal to ensure adherence to the guidelines and determine if IT INCLUDES a substantial research component.

If so, a “centers subcommittee” of the Council, supplemented with membership from URC, will review the proposal and bring a recommendation for action to CAA. If a substantial research component DOES NOT EXIST, the special subcommittee of the Council (without URC involvement) will review the proposal and bring a recommendation for action to CAA.

If approved by CAA, the proposal will be sent to the University Senate for final approval. That action will be communicated to the Board of Trustees.

College Centers

Each college will have a template for the establishment and review of centers that will be included in the college pattern of administration. Copies of college templates also will be maintained in the Office of Academic Affairs. Proposals will be developed with adherence to the template, and submitted to the dean(s) of the college(s).

No review/action by CAA is required. The dean(s) will inform the Office of Academic Affairs of the establishment of such a center. OAA will inform CAA - resulting in official institutional notification.

III: Review of Centers

University Centers

All centers will be reviewed two years after initial establishment and at four-year intervals thereafter. The centers subcommittee of CAA will conduct the review following the “guidelines for the establishment and review of centers” and bring a recommendation for action to CAA. The range of actions INCLUDE: continuation; conditional continuation with a follow-up in less than four years; and termination.

College Centers

All centers will be monitored through annual reports to the college dean(s). Should significant change to a center occur, or a decision be made to abolish a center, notification of that decision will be made to the Office of Academic Affairs and through it to CAA.

Note: All centers moving from one type to another must be reviewed and approved by CAA.

IV: Temporary/Conditional Use of the Term “Center”

By university rule, all uses of the terms “center” and “institute” must be approved by the Council on Academic Affairs. Beyond “university” and “college” centers, start-up centers are permitted.

Use of the term “center” related to external and/or central institutional funding possibilities may occur in an expedited manner following submission of a formal request by a vice president or dean and then review and approval by CAA. If approved, that action will be communicated directly to the Board of Trustees. Should funding not be secured, use of the term center ends. If funding is secured, the appropriate process for establishment of a University or College center must occur.

DRAFT GUIDELINES FOR THE ESTABLISHMENT AND REVIEW OF UNIVERSITY ACADEMIC CENTERS

1. Procedure

- A. Those wanting to establish an academic center must consult with the Office of Academic Affairs to determine the appropriate path for proposal development.
- B. A University Academic Center proposal will be submitted to the Office of Academic Affairs and reviewed by the Chair of the Council on Academic Affairs, the Executive Vice President and Provost's designee to that Council, and the Chair of the University Research Committee to ensure adherence to the guidelines and determine if a substantial research component EXISTS.
- C. A centers subcommittee of the Council then will review the proposal. That subcommittee will be supplemented with membership from the University Research Committee if there is a substantial research component. The subcommittee will bring a recommendation for action to the Council ON ACADEMIC AFFAIRS.
- D. A proposal approved by the Council will be sent to the University Senate for action. If approved by the Senate, that action will be communicated to the Board of Trustees.

2. Proposal to Establish a University Center

The proposal should provide IN CLEARLY LABELED SECTIONS the information requested below.

MISSION

- A. Explain the mission of the center and how it is aligned with the University's Academic Plan and strategic goals. IN PARTICULAR describe OR explain the following:
 - a. THE missions of the University (research, teaching, service or outreach) most relevant to the center;
 - b. The interdisciplinary nature of the center;
 - c. The goals of the center THAT cannot be met within existing academic units.

FACULTY

- B. Describe the level of faculty interest and commitment to the center. In particular, provide, describe or explain the following:
 - a. The criteria for selecting the center's faculty membership;
 - b. A list of faculty expressing interest in associating with the center AND accompanying documentation that their chairpersons/directors SUPPORT such involvement;
 - c. The extent to which staff and students will be involved and how they will be supported.

ADMINISTRATION

C. DESCRIBE THE ADMINISTRATIVE STRUCTURE AND RESPONSIBILITIES OF THE DIRECTOR AND OVERSIGHT COMMITTEE. In particular, describe or explain the following:

- a. The name of the director or interim director of the center;
- b. The proposed responsibilities of the director;
- c. The function(s) and composition of the Oversight Committee;
- d. The reporting line – the dean, group of deans, or vice president to whom the center will report;
- e. The main components of a pattern of administration for the center (to be formally completed/approved within a year of center establishment)

BUDGET/FUNDING

D. SPECIFY BUDGET AND FUNDING SOURCES FOR THE CENTER. In particular, describe or explain the following:

- a. The expected budget for the first year of operation.
- b. Funding sources and one-time and recurring costs.
- c. Existing or new equipment, space, and facilities needed to establish the center.
- d. The sustainability of the center – possibilities for external funding, and details of related funding proposal submissions.

EVALUATIVE CRITERIA AND BENCHMARKS

E. Propose AND DEFINE specific criteria and benchmarks against which the center WILL be measured.

SUPPORTING MATERIALS

F. SOLICIT AND INCLUDE Letters of Support FROM

- a. Relevant department chairpersons, school directors, deans, and vice presidents FROM WITHIN THE UNIVERSITIES
- b. interested parties outside the University
- c. from entities with similar emphases at other universities

3. Review of Centers

The Office of Academic Affairs will maintain a list of University Academic Centers.

A. Two years after initial establishment, the center will be reviewed by the centers subcommittee of the Council on Academic Affairs supplemented with membership from the University Research Committee. THE SUBCOMMITTEE, AFTER COMPLETING ITS REVIEW, WILL MAKE A RECOMMENDATION TO THE COUNCIL ON ACADEMIC AFFAIRS. The review will include the following:

- a. an assessment of progress made since the center was established using the criteria and benchmarks specified in the initial proposal;
- b. a review of the Pattern of Administration (see 2.C.e. above)

- c. a report articulating the findings of the subcommittee, including descriptions of consultations with the director, the oversight committee, and the person to whom the center reports.
- B. All centers will be reviewed subsequently at four-year intervals, using the same process.
- C. The range of actions that may result from such reviews can include continuation, conditional continuation with a follow-up in less than four years, or termination.
- D. Termination of a University Academic Center **REQUIRES** University Senate action.