Institutes and Centers are established in Academic Affairs to enhance scholarly and creative activities, to provide professional development opportunities, to build relationships with industry and the community, to aid in obtaining external support, and to complement the University Mission and Strategic Plan. Institutes and Centers do not offer courses that carry academic credit.

**Institutes and Centers** – An Institute is a major unit that coordinates scholarly and creative activities having more than one interest or function. A Center is a unit that coordinates and promotes scholarly and creative activities focused on a specific topic or issue. Institutes and Centers typically enhance and support activities across multiple levels (e.g. across departments, schools, or colleges). Institutes and Centers may include agencies and organizations outside of the University and engage in public service activities stemming from their scholarly and creative activities. An institute may encompass a number of centers.

**I. Formation of Institutes and Centers**

A. Proposals for the formation of Institutes and Centers shall include the name, proposal sponsors, mission and purpose, membership, leadership, organization, involved departments and/or colleges, operating procedures, short- and long-term plans, budget, personnel and space requirements, equipment requirements, catalog description, bylaws, and governing structure.

B. Proposals for the formation of Institutes and Centers are initially reviewed by involved department(s), department chair(s), and college dean(s) for support. Supported proposals shall then be submitted to the Office of Academic Programs for review and to ensure that proposals are complete. Completed proposals are then forwarded to the Provost and Vice President for Academic Affairs.

C. Supported proposals are forwarded by the Provost and Vice President for Academic Affairs to the Council of Deans for review. If the Provost and Vice President for Academic Affairs and Council of Deans provide a positive recommendation for an Institute or Center proposal, that Institute or Center is then approved.

**II. Operation**

A. Each Institute and Center shall prepare an annual report, which includes summaries of programmatic activity, fiscal management, and planned projects or major activities anticipated for the upcoming academic year. This annual report shall be submitted to the college dean(s), Office of Academic Programs, and Provost and Vice President for Academic Affairs no later than June 30.
B. Each Institute and Center shall complete a self-study/program review every three years. After review of the self-study/program review and consultation with the Institute in question, the college dean(s), Office of Academic Programs and/or Provost and Vice President for Academic Affairs may make recommendations for continuation, dissolution, or provision of further information.

II. Discontinuation

A. If an Institute and Center, department chair, or college dean wishes to petition a recommendation for dissolution, this recommendation and petition are forwarded to the Office of Academic Programs for review by involved department(s), department chair(s), and college dean(s). All recommendations are then forwarded to the Provost and Vice President for Academic Affairs, who will consult with Council of Deans. The Provost and Vice President for Academic Affairs has the final authority in such decisions.

Source: PRBC, Spring 2014

EFFECTIVE DATE: June 5, 2014
Supersedes UPS 100.700 dated 4-29-13
and ASD 14-82