



## University Policy Statement

# UPS 100.700

## FORMATION AND REVIEW OF CAMPUS CENTERS AND INSTITUTES

Campus Centers and Institutes (CCIs) are established in Academic Affairs to enhance scholarly and creative activities, provide professional development opportunities, build relationships with industry and the community, aid in obtaining external support and complement the University Mission and Strategic Plan. Typically, CCIs enhance and support these activities across multiple levels (e.g., across departments, schools, or colleges).

A Center is a unit typically focused on a specific topic or issue, while an Institute is a major unit that coordinates scholarly and creative activities having more than one interest or function, and may comprise several Centers. A CCI may include agencies and organizations outside of the University and engage in public service activities stemming from its scholarly and creative activities.

### I. FORMATION, REORGANIZATION, and RENAMING

#### A. Procedure for Formation

1. The representatives of the prospective CCI shall develop a proposal in consultation with relevant departments, department chairs and Dean(s). Proposals shall follow the current guidelines maintained by the Office of Research and Sponsored Projects. Those guidelines shall be approved by the Faculty Research Policy Committee, the Provost and Vice President of Academic Affairs, and the Council of Deans.

Proposals shall be submitted to the Office of Research and Sponsored Projects, for review of completeness and dissemination of a campus-wide notification for the proposal. The Office of Research and Sponsored Projects will present the proposal to the Provost/Vice President of Academic Affairs and Council of Deans for review.

2. The Provost/Vice President of Academic Affairs in concurrence with the Council of Deans shall approve or deny the proposal and notify the CCI representatives of their decision in writing through the Office of Research and Sponsored Projects.
3. Should a proposal be denied, a detailed summary of reasons shall be provided to the CCI representatives. Resubmissions of revised proposals shall be permitted at any time thereafter.

## **B. Procedure for Reorganization or Renaming**

1. Minor Reorganization or Renaming – A minor reorganization constitutes changes to a CCI's organizational structure that affect neither its overarching mission nor other University entities. Renaming applies to any change of a CCI's name or title. These actions can be accomplished through an expedited review. The proposal shall be submitted to the Office of Research and Sponsored Projects, which will disseminate a campus-wide notification of the proposal, then forward the proposal to the Council of Deans for approval. If the name change is in recognition of a support/donor, UPS 100.300 shall be followed.
2. Major Reorganization – Changes that would significantly affect the CCI's overarching mission or other University entities should follow the procedure for initial CCI formation. The representatives of the CCI may initiate this process by requesting a review if one is not scheduled that year.

## **C. Notification Process**

Following campus-wide notification, sent by the Office of Research and Sponsored Projects, campus parties shall forward feedback to the appropriate Dean. Guidelines approved by the Faculty Research Policy Committee will govern the feedback and discussion process.

## **II. REVIEW**

### **A. Types of Review**

1. Annual Report – CCI shall submit an annual report as outlined in the guidelines.
2. Regular Review – Every six years, each CCI shall complete a self-study report.
3. Requested Review – The relevant College Dean(s) and/or the CCI may request a regular review during unscheduled years. After a requested review, the CCI shall restart the regular review period (i.e., six years until the next report is due).
4. Expedited Review – CCI shall submit a copy of the most recent self-study report and a brief summary of the proposed CCI changes.

CCI annual and self-study reports shall include activities, publications, and reports completed through the campus centers and institutes, as well as a financial report.

### **B. Review Procedure**

1. An annual report and a self-study report should be concise (i.e., no more than two pages for the annual report and five pages for the self-study report) and shall follow the current guidelines approved by the Academic Senate Faculty Research Policy Committee, the Provost and Vice President of Academic Affairs, and the Council of Deans.

Reports shall be submitted to the appropriate College Dean(s). The College Dean(s) are to provide a brief written evaluation to the CCI which shall include a unanimous recommendation for CCI continuation, dissolution, or suspension. The College Dean(s) shall meet with the CCI representatives to discuss the evaluation. Afterward, the CCI may provide a written response and/or amend the self-study to address any requested additional information, upon which the College Dean(s) may revise the evaluation and recommendation. Finally, the CCI may provide a written response to this revised evaluation from the Dean(s). The CCI self-study, the evaluation by the College Dean(s), and the response by the CCI shall be forwarded to the Office of Research and Sponsored

Projects for a final recommendation to the Provost and Vice President of Academic Affairs. Final recommendations must be reported to the CCI in writing by the Provost and Vice President of Academic Affairs. Any final recommendations to dissolve or suspend must be presented to the Council of Deans for approval.

2. The CCI self-study, evaluation by the College Dean(s), CCI response, and final recommendation by the Provost and Vice President of Academic Affairs and/or the Council of Deans shall be processed by the Office of Research and Sponsored Projects for record keeping.

### **III. REVIEW OUTCOMES**

#### **A. Continuation**

The CCI will continue operation and will submit a self-study report in six years, unless otherwise requested, as described above.

#### **B. Suspension or Dissolution**

1. Self-study reviews resulting in a recommendation of CCI suspension or dissolution shall be accompanied by a detailed list of reasons. For suspensions, a suggested remediation plan and details as to the extent of the operational suspension shall be provided.
2. The CCI may petition these decisions with additional supporting documentation or an external review of the CCI performance. The petition should be submitted to the Office of Research and Sponsored Projects within 60 days of receiving the final recommendation, who will coordinate petition review between the appropriate department chairs, College Dean(s), the Council of Deans, and the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs shall consult with the Council of Deans and shall have the final authority in petitioned decisions.
3. Voluntary suspension can be carried out by the CCI in consultation with the appropriate College Dean(s) and the Provost and Vice President of Academic Affairs.

Voluntary suspensions shall include a proposed remediation plan with details as to the extent of the operational suspension and CCI reactivation.

Source: Faculty Research Policy Committee

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