

University-wide Centers or Institutes: Establishing, Operating and Evaluating Administrative Procedure

A University-wide Center/Institute is an entity authorized by the President and Executive Vice President and Provost to support and advance research, education, or public engagement initiatives aligned with key University strategic priorities. University-wide Centers and Institutes differ from intercollegiate and collegiate centers in two ways:

1. University-wide Center/Institute leadership receives assistance from the Executive Vice President and Provost, Vice Presidents, and President to secure budget, space allocation and support infrastructure.
2. University-wide Center/Institute authorization is granted to relatively few entities in order to provide focus to the University's commitments.

Establishing a University-wide Center or Institute:

A University-wide Center/Institute may be created only by the President and Executive Vice President and Provost. The President and Executive Vice President and Provost work with Vice Presidents, deans and faculty to designate a center/institute director and establish a governance structure. These centers do not need additional authorizations for designation as a University-wide Center or Institute.

At any time in an existing or proposed Intercollegiate or College Center or Institute's life cycle, faculty or staff may request that it receive consideration for University-wide Center or Institute designation. Centers/Institutes seeking such designation must submit a proposal to the Executive Vice President and Provost (see contacts section of policy) including the following information:

- A profile of the center/institute including focus, brief history, organizational structure and governance, participants, research productivity, and evidence of excellence.
- A strategic plan for the center/institute.
- An explanation of the relationship between the center/institute's goals and the University's strategic objectives.
- Rationale for designation as a University-wide Center/Institute.
- Budget information including a concise budget history, a current budget, and budget projections.
- Degree of strategic importance to the University

If the center/institute's request is advanced for further consideration as a result of the administrative review process, it may be subject to external review by a team of distinguished scholars in the center/institute's primary areas of expertise. The team reviews the supporting material and confers with center/institute leadership and other relevant University officials. The review team may also consider:

- ~~Degree of strategic importance to the University~~
- Extent and complexity of the effort including number entities involved
- Need for central resources
- Prospect for leveraging central resources to secure external funding

Ultimate authority for conferring University-wide Center or Institute designation resides with the President and Executive Vice President and Provost.

Operating a University-wide Center or

Institute:

University-wide Centers and Institutes report to the Executive Vice President and Provost, a Vice President or designee. Operating guidelines are established upon authorization of a University-wide Center or Institute. The center/institute director must follow these guidelines, facilitate continuous progress toward the academic objectives cited in its authorization request, demonstrate its ability to offer competitive or educational advantages, and document how it measurably contributes to the University's strategic goals. If the University-wide Center or Institute seeks outside support, it must share indirect cost revenue between or among participating units according to the procedure for *Sharing Indirect Cost Recovery Among Collaborating Collegiate Units*. Center/institute directors must submit annual reports to the senior leader to whom they report. They must also update information annually in the University's database of centers and institutes.

Evaluating a University-wide Center or

Institute:

Authorization for University-wide Centers and Institutes is for a limited specified period of time, subject to renewal following formal review and assessment at intervals of no more than five years.

Formal Review and Assessment

Designated University-wide Centers/Institutes are subject to periodic review to assess their quality, productivity, continuing alignment with the strategic priorities of the University, and opportunities for future growth and development. These reviews are conducted at intervals of no more than five

years unless more frequent reviews are requested by the central administrator to whom they report.

The review process includes the preparation of a self-study by the director of the university-wide center/[institute](#), according to guidelines that call for general and center-specific information. Upon completion of the self-study, an independent review team is appointed, consisting of distinguished external scholars in the center/[institute](#)'s primary areas of expertise; internal members may be added to the team as needed. The review team's findings are forwarded to the Executive Vice President and Provost for review and action. Actions may include renewal of the center's university-wide designation, termination, or transition to departmental, collegiate-~~center~~, or intercollegiate status.