Creating and Evaluating ~~Interdisciplinary~~ Centers and Institutes

Policy Statement

~~Interdisciplinary c~~Centers or institutes may be created at the University of Minnesota to support and advance strategic research, education, or public engagement initiatives.

In general, the distinction between the use of the term center or institute is based on the size, scope, and complexity of the initiative. Refer to the Definitions section for detail.

Centers or institutes will be categorized based on their strategic intent and scope, and the breadth of their membership. These categories are described below:~~There are three categories of interdisciplinary centers and/or institutes at the University:~~

- **University-wide** ~~Center or Institute~~**:** Center or institute includes members from different colleges and/or campuses; is aligned with the University's strategic priorities; must be authorized by the President, the Executive Vice President and Provost, and the Vice President for Research and Innovation~~President and Executive Vice President and Provost; or by the President and the Vice President for Research and Innovation~~; and reports to the Executive Vice President, or one of the Vice Presidents, or designee.
- **Intercollegiate** ~~Center or Institute~~**:** Center or institute includes members from different colleges and/or campuses; is aligned with the

school's strategic priorities; must be authorized jointly by the deans of the colleges; and reports jointly to the deans, or designee(s).

- **Collegiate** ~~Center or Institute~~: Center or institute includes mostly members from the same college, although the work could be of an interdisciplinary nature~~;~~. is aligned with the school's strategic priorities; must be authorized by the dean(s) of the colleges; and reports to the dean(s), or designee(s)

Procedure to Request New Center or Institute:

- University-wide: Please review the University-wide Centers: Establishing, Operating and Evaluating procedure for guidance. A University-wide center or institute may only be established by the President, the Executive Vice President and Provost, and the Vice President for Research and Innovation~~President, or the Executive Vice President and Provost, or the Vice President for Research and Innovation.~~

- ~~Center f~~Intercollegiate or Collegiate: Please see the Collegiate and Intercollegiate Centers: Establishing, Operating and Evaluating procedure for guidance. Faculty or staff seeking to create an intercollegiate or collegiate ~~n interdisciplinary~~ center or institute must follow the policies established by their colleges. They will submit a request to the appropriate senior leader (e.g., dean(s), vice president, provost, etc.) for approval. If approved, the dean(s) will then seek the appropriate executive approval(s) prior to establishing the center or institute~~beginning work~~ (see applicable procedures for the appropriate type of center or institute).

Annual Reporting Requirements:

All center or institute directors (e.g., University-wide, intercollegiate, collegiate) must submit an annual report to the senior leader to whom they report. All centers or institutes are encouraged to follow the same guidelines for annual reports and established reviews. All center or institute directors must update information annually in the University's database of centers and institutes.

Intercollegiate and Collegiate center or institute directors must submit an annual report to the senior leader to whom they report.

GUIDANCE NEEDED for steps to establishe a University-wide center (as done for intercollegiate/collegiate above)

University-wide cCenter or iInstitute directors must submit an annual report to the senior leader to whom they report. All other centers or institutes are encouraged to follow the same guidelines for annual reports and established reviews. All center or institute directors must update information annually in the University's database of centers and institutes.

Term and Renewal:

Authorization for University-wide, and intercollegiate, and collegiate centers or institutes is for a specified period of time, determined at the time the center or institute is established.limited period of time, e.g., 5-7 years, specified at the time the center is established. Prior to potential renewal, a formal review and assessment must be performed.

Reason for Policy

This policy defines the purpose and process to establish a center or institute in creates the administrative structure necessary to provide an environment supportive of interdisciplinary efforts and the strategic priorities of the University, its campuses, and collegiate units. It delineates the different types of centers and institutes and the review and approval processes required for each. Through this policy and the associated procedures (see below), uniform methods of creating, ensuring the quality of, and measuring the effectiveness of interdisciplinary centers and institutes are provided for all collegiate units and faculty engaged in interdisciplinary research, teaching, and public

~~engagement.~~ In addition, the policy delineates the different types of centers and institutes and the review and approval processes appropriate for each.

Procedures

- *University-wide Centers or Institutes: Establishing, Operating and Evaluating*
- *Collegiate and Intercollegiate Centers or Institutes: Establishing, Operating and Evaluating*

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

~~There are no FAQs associated with this policy.~~ How do I add or update Center or Institute information in the University's database?

Information can be submitted to expertsmnhelp@umn.edu

Why do I need to submit information to the database?

Experts@Minnesota brings together a listing of all centers in a single place. It can help you track publications, demonstrate impact, and enhance findability. See [case studies](#) for more detail, contact expertsmnhelp@umn.edu for assistance.

Contacts

Subject	Contact	Phone	Email
Primary Contact(s)	~~Marlo Welshons~~ *Anne Barnes*	612-625-0563	~~welsh066@umn.edu~~ *barne062@umn.edu*

Definitions

Center

Centers are programs, consortia, or initiatives organized on a ~~highly~~ specific theme or topic, that are established to support and advance research, education, or public engagement and involve multi-departmental collaboration. They may involve faculty from within the same school or faculty from across different schools.

Institute

Institutes are large multidisciplinary programs established to support and advance research, education, or public engagement and involve multi-departmental collaboration.

Institutes are usually organized to conduct research with a broad mission, as well as offer educational programs. Most institutes involve faculty from multiple departments across different schools. An institute may include a number of centers or laboratories within it, and may also be involved in community outreach or clinical services.

University-wide Center or Institute

An entity authorized by the President, the Executive Vice President and Provost, and the Vice President for Research and Innovation ~~President and Executive Vice President and Provost or Vice President for Research and Innovation~~ to support and advance research, education, or public engagement initiatives aligned with key University strategic priorities.

Intercollegiate Center or Institute

An entity established to support and advance research, education, or public engagement that includes members from different colleges and/or campuses.

Collegiate Center or Institute

An entity established to support and advance research, education, or public engagement that includes mostly members from the same college, and from across numerous departments within the college.

Interdisciplinary Center or Institute

An organizational unit within the University that is formed to promote interdisciplinary studies or initiatives. Most ~~These~~ centers or institutes will be interdisciplinary. ~~may also be known as consortia, institutes, initiatives, programs, etc. This policy uses the term "centers"~~ or "institutes" ~~to refer to all of these alternatives.~~

Responsibilities

President

Authorize designation of University-wide Center.

Executive Vice President and Provost

Authorize designation of University-wide Center.

Vice President for Research and Innovation

Authorize designation of University-wide Center

Deans

Approve the creation of intercollegiate and collegiate centers or institutes; conduct periodic reviews of centers and institutes under their jurisdiction.

Faculty

Prepare proposal, business plan, and other documents to establish a center or institute and perform work of the described center.

Center Director

Follow operating guidelines for centers and institutes. Facilitate continuous progress toward the academic objectives cited in the center's or institute's authorization request and demonstrate its ability to offer competitive or educational advantage. Document how it measurably contributes to the University's or college's strategic goals. Provide an annual update to the University's centers-and-institutes database and to the senior leader to whom they report.

Related Information

There is no related information associated with this policy.

History

Amended:

February 2009 - Provided better definitions and clarity for the policy.

Amended:

June 2007 - Established University-wide Centers and added a procedure for them. Changed procedures to reflect the three types of centers. Changed reporting lines for the policy to Senior Vice President for Academic Affairs and Provost.

Amended:

June 2005 - Removed obsolete forms section. Clarified that type 1 and 2 centers don't require EVPP approval, but rather should just contact the VP of Research to get approval for the use of the name to avoid name duplication. Procedure for Establishing Type 1 or Type 2 Centers added.

Amended:

February 2003 - Removed obsolete references in Related Information and Forms sections. Updated Preproposal Procedure to have people submit proposals to the Dean of the Graduate School after having consulted with the relevant college Dean(s).

Effective:

January 2000