

Policy on Formation and Review of Academic Centers and Institutes  
(This policy statement supersedes PS 929706, and 9810)

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**DEFINITIONS**

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2.1 Center An academic center is ordinarily an ancillary unit within an existing department or college and may be interdisciplinary in scope. Centers should make a significant contribution to the academic unit(s) of which they are a part. A center furthers scholarly and creative, instructional, and/or service activities in a designated field; however, a center does not offer for-credit instruction. A Center may provide facilities for academic units and may perform public service in furtherance of its mission.

2.3.2 ACI An academic center or institute governed by this policy.

2.3.3 ACI Director The person who directs the operations of an ACI under the supervision of the Responsible Dean and, if applicable, the Responsible Department Chair/School Director.

2.3.4 ACI Review Committee

### **3.0 SCOPE OF POLICY**

#### **3.1 ACIs**





5.3.3

## 6.2 ACI Review Committee

6.2.1 Each ACI subject to a Continuation or Sunset Review in a given Fiscal Year shall be reviewed by its own ACI Review Committee. The AVP for RSP (or designee) will coordinate the effort to form the required committees and to schedule the convening committee meetings.

6.2.2 The following persons shall serve on an ACI Review Committee:

6.2.2.1 Two faculty members selected by the Executive Committee of the Academic Senate.

6.2.2.2 One academic dean or other University administrator selected by the AVP for RSP.

6.2.2.3 One ACI Director selected by the AVP for RSP. An ACI Director is not eligible to serve in the academic year that his/her ACI is being reviewed.

6.2.2.4 The AVP for RSP will serve as a non-voting ex-officio member of each ACI Review Committee.

6.2.2.5 The ACI Director may select one person to serve on the ACI Review Committee. This member may be from outside of the University.

6.2.3 As provided in Section 6.3.3, the ACI Review Committee shall review the ACI's submission and report the results of its review along with its recommendations to the Responsible Dean and, if applicable, to the Responsible Department Chair/School Director.

## 6.3 Continuation Review (Exhibit.D)

6.3.1 Any ACI seeking to extend its Term shall submit a request for such an extension (Request for Continuation) by October 1 of the last Fiscal Year of its Term. The Request for Continuation must include the information set forth in Exhibit D, as well as any other information required by the ORSP. In the absence of any action to extend its Term, the ACI it will expire at the end of its Term.

6.3.2 The Request for Continuation shall be submitted through the AVP for RSP to the ACI Review Committee.

6.3.3 The ACI Review Committee shall complete its review of the Request for Continuation by the end of the following February and report the Committee's recommendations for continuation or discontinuation to the Responsible Dean with a copy to the ACI Director and, if applicable, to the Responsible Department Chair/School Director. The recommendations should discuss both the positive and negative aspects of the ACI activities. A discussion of the quality of the ACI's stewardship should also be included. The ACI Review Committee may interview the ACI Director, advisory board members, associated faculty and staff, Responsible Dean, and,

if applicable, the Responsible Department Chair/School Director. It may also tour the ACI's physical facilities.

6.3.4 In preparing its final report and recommendations, the ACI Review Committee shall consider the following criteria (relative to the Establishment Proposal):

6.3.4.1 The financial stability of the ACI.

6.3.4.2 The progress on ACI goals and multiple objectives.

6.3.4.3 The contribution of the ACI to the University's mission.

6.3.4.4 The loss to the University should the ACI discontinue its operations.

6.3.5 Upon review of the Request for Continuation (and the recommendations of the ACI Review Committee), the Responsible Dean shall recommend continuation or discontinuation of the ACI to the Provost, and forward these documents to the Provost. The ACI Director and, if applicable, the Responsible Department Chair/ School Director, shall receive a copy of the Responsible Dean's recommendations.

6.3.6 The Provost shall forward the documentation along with his/her recommendations to the President

6.3.7 The President will provide written authorization for continuation or for discontinuation.

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6.4.2 As part of the Request for Reauthorization, the ACI must establish a rationale for continuation in terms of scholarly or scientific merit, instructional contribution, service contribution, solvency and campus priorities. The Request for Reauthorization shall include the information set forth in Exhibit E, as well as any other information required by the ORSP.

6.4.3 The Sunset Review process is the same as the Continuation Review process specified in Section 6.3 above

## 7.0 APPOINTMENT AND REVIEW OF THE ACI DIRECTOR

7.1 Appointment The initial ACI Director shall be named in the Establishment Proposal. Successor ACI Directors shall be appointed by the Provost, in consultation with the Responsible Dean, ACI faculty and staff, including, if applicable, the Responsible Department Chair/School Director. ACI directors are appointed as MPP administrators, faculty, staff, or Foundation employees. Search, selection, and appointment procedures appropriate to the designated position must be followed. Directors appointed without faculty designations shall be ineligible to retreat rights in any ac 0i10(c)4( 0iur)14(e)3(i )10( uan)-y Tw 0 -1.21 TD Tf0 0i1 4 >>BDC -0M 1io0

desired change

3. Statements of the added value and capabilities to be brought by the new ACI and why they cannot be achieved within existing campus academic units.

4. Impact on existing academic programs and units.

5. Nature and s

The annual report of an ACI shall include the following items and substantiating documentation:

Brief summary of major activities during the past year.

Name



5. Personnel resources (provide the source, status, and qualifications for the following):
  - a. ACI Director
  - b. ACI codirectors, members, other affiliated department(s)/college(s)/ division(s)/unit(s)
  - c. Advisory boards (e.g., external and/or internal)
6. ACI reporting line, i.e. to what position will the director report for ~~ACI~~ related questions and support.
7. Space requirements and fiscal resources (please justify resource needs and anticipated sources of funding ~~with~~ plans and time lines to achieve a level of ~~self~~ support acceptable to the dean(s) of the jurisdictional college(s) or administrative unit director).
  - a. Location of the ACI
  - b. Source
  - c. Time line
  - d. Annual budget (with ~~three~~ year projection)
8. Other resources (please provide current and projected future needs)
  - a. Equipment requirements
  - b. Supplies and Consumables
  - c. Services and Service contracts
9. A summary of activities of the ACI demonstrating that the ACI is making progress towards or is ~~meeting~~ its mission goals and mandate as stated in its Establishment Proposal.
10. Any changes requested in the name, aim, mission, or scope of the ACI.
11. The reasons why the ACI should be reauthorized. These reasons should discuss the ACI's scholarly or ~~scientific~~ merit, level of ~~self~~ support, and campus priorities
12. The number of years that the term of the ACI should be extended (not to exceed 5 years).
13. Any other information deemed relevant to documentation of an ACI's achievements.
14. The ACI's ~~Annual~~ Reports since the last request to reauthorize the ACI.

