

## 1. PURPOSE

The purpose of this policy is to establish procedures by which centers and institutes are established at Sam Houston State University (SHSU). The policy also provides for a process to be used in evaluating the continued existence of centers and institutes.

## 2. BACKGROUND

In certain circumstances, groups of faculty and staff may find it beneficial to jointly pursue specialized studies within a discipline or engage in interdisciplinary teaching, research, or service projects. These arrangements may be informal and temporary, or in some instances, the establishment of a center or institute may enhance the visibility of the group and facilitate the overall mission of the University.

## 3. POLICY

3.01 Approval of a new center or institute is made by the President of SHSU upon recommendation of the Provost and Vice President for Academic Affairs and after receipt of a detailed plan with appropriate recommendations from the administrators in the reporting chain. There is no mandated format for the center or institute proposal. The written request should address the following:

- a. purpose, need, and importance in relation to the University's mission
- b. administrative organization
- c. financial support required and source(s) for that support, immediate and long term
- d. cooperation and support of relevant faculty/staff, administrators and potential external partners or constituents.

3.02 Centers and institutes may be established at SHSU for the support and facilitation of teaching, research, or service when there is a clear need for a formal structure to assist faculty and staff to be more effective in carrying out proposed programs. These centers and institutes may be supported by state funds, sponsored projects or a combination of financial sources.

- 3.03 Centers and institutes with missions that involve faculty/staff from more than one college are designated as University centers or institutes. These entities report directly to the Provost and Vice President for Academic Affairs or his/her designate. Centers or institutes with missions that are contained within a college report to the appropriate dean. All other centers or institutes with missions that are primarily contained within a single department report to the department/school chair.

#### 4. EVALUATION

- 4.01 All centers and institutes must submit an activity report to the appropriate person as indicated in Section 3.03 of this policy every year reviewing the following:
- a. the mission, goals, and objectives of the center or institute
  - b. organization and staffing
  - c. all activities for the past year
  - d. outstanding accomplishments or outcomes
  - e. participants; include faculty, students, and others
  - f. external funding or other support initiatives.
- 4.02 The activity report is submitted by the center/institute director through the appropriate reporting channels for that unit to the Provost and Vice President for Academic Affairs. At the discretion of the Provost, the activity reports will be reviewed by committee and a recommendation made as to whether the center/institute should continue to exist. The responsibility of justifying the continued existence of a center/institute rests with the director.
- 4.03 If, after a period of four years, there has been no documented activity tied directly to any center or institute established under the provisions of this policy, that entity will be considered to be defunct. Any appeals from this administrative action must be directed to the Provost.

APPROVED: \_\_\_\_\_/signed/  
James F. Gaertner, President

DATED: \_\_\_\_\_ 04/25/06

### CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: June 9, 1995  
Reviewer(s): Academic Policy Council

Review Cycle: June 1, ONY\*  
Review Date: June 1, 2007

Approved: \_\_\_\_\_/signed/  
David E. Payne  
Provost and Vice President  
for Academic Affairs

Date: \_\_\_\_\_ 04/25/06

\*=Odd Numbered Year