

1. PURPOSE

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

2. BACKGROUND

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 Centers and institutes may be established by 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.

A group of faculty and/or staff may apply for approval of a center or institute by submitting a written request through their respective reporting chains to the Provost addressing 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;
and

- d. cooperation and support of relevant faculty/staff, administrators and potential external partners or constituents.

The request will be reviewed by the Provost in consultation with the Council of Academic Deans. Favorable recommendations will be forwarded to the President for consideration and final approval.

- 3.02 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 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.
- 3.03 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, in consultation with the Council of Academic Deans.

4. EVALUATION

- 4.01 All centers and institutes must report annually to their respective administrator an update on the unit's operations and success in meeting their mission. The update should address 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 including faculty, students, and others; and
 - f. external funding or other support initiatives.
- 4.02 The activity report recipient shall report up through the appropriate reporting channels to the Provost and Vice President for Academic Affairs. The annual reporting will be used throughout the Division and University planning processes to include review and approval of budgetary requests. At the discretion of the Provost, the report will be presented to the Council of Academic Deans and a recommendation made as to whether the center/institute should continue to exist. Any recommendation to close a center or institute will be submitted by the Provost to the President for a final decision.

- 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 and closed. Any appeals from this administrative action must be directed to the Provost. The Provost may, in the Provost's sole judgment reconsider the decision or uphold closing the center or institute.

APPROVED: _____ < signed > _____
Dana G. Hoyt, President

DATED: _____ 4/4/19 _____

CERTIFICATION STATEMENT

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

Original: June 9, 1995
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2020

Approved: _____ < signed > _____
Richard Eglsaer
Provost and Vice President
for Academic Affairs

Date: _____ 4/5/19 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.