

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: I:01:18**

**DATE: August 7, 2013**

**REVISION/REVIEW DATES: October 2022**

**SUBJECT: Centers or Institutes for Research, Teaching, or Service**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

The University recognizes the contribution that research/teaching/service centers and/or institutes can make to advance the mission of Jacksonville State University (JSU). This policy ensures adequate support and oversight by the University for establishment of research/teaching/service centers or institutes from inception, to securing approval by the Alabama Commission on Higher Education (ACHE), to successful operation and ongoing review.

**POLICY**

**DEFINITIONS**

**(from Alabama Commission on Higher Education's "Operational Definitions")**

**Center:** A place, area, or concentration of resources marked significantly by an indicated activity, pursuit, or interest. A center may involve instruction, research, or service or some combination of the three. It may or may not offer courses or other activities for academic credit.

**Institute:** An association of persons or organizations that collectively constitute a technical or professional authority in a field of work, study, research, or service. An institute may or may not offer courses or other activities for academic credit. Sometimes the term is used interchangeably with a center or an entire special purpose institution.

## **IDENTIFYING RESEARCH/TEACHING/SERVICE CENTER AND/OR INSTITUTE INTERESTS AND SECURING INTERNAL APPROVAL**

While the concept for a new center or institute may come from faculty, staff, departments, or administration, any center or institute affiliated with JSU must receive approval from the University through the process below, prior to establishment. A center or institute must fit within the mission of the University, and a proposal for a center or institute will be carefully reviewed for its appropriateness and potential contributions to the University mission, its plans for operation and sustainability, and ongoing review of contributions and viability.

A written notice of request ([Form 130](#)) for establishing a new research/service center or an institute must be submitted to the Vice Provost, including the following information, along with approval in writing of department or unit head and dean or lead administrator for the unit.

- A. Name of the proposed center or institute for research, teaching, or service
- B. Proposed date for start-up of center or institute
- C. Name of and information for contact person
- D. Explanation of how the center or institute represents a well-defined area of research, teaching, or service, or a combination of these, along with the JSU units providing resources.
- E. Statement noting whether the center or institute will or will not offer courses for credit.
- F. Explanation of how the University's existing strengths and resources, including a critical mass of faculty and professional staff and a demonstrated commitment on part of the involved faculty, professional staff, or administration, will actively participate in the research/service center, or institute.
- G. Vision statement that defines what the center or institute will accomplish.
- H. List of up to five (5) objectives of the proposed center or institute.
- I. Mission statement and an explanation of how the proposed mission relates to the University's current mission.
- J. Description of the plan to form an advisory group to aid or support, if applicable.
- K. Listing of key personnel, including the proposed director of the center or institute who will be responsible for day-to-day administration, roles and contact information for personnel involved with the center or institute, and reporting structure.

- L. A chart that graphically shows how the research/service center or institute is organized and how it fits within the University organization.
- M. Listing of on-campus and off-campus resources available to promote and support the research/service center or institute topic.
- N. Budget listing any University funds planned for the center or institute budget or an explanation of why the center or institute does not require a University budget.
- O. Information on any external funding and/or partner funding that will support the center or institute, including existing or potential funding from local, state, and federal agencies or external partners.
- P. Explanation of how the center or institute will provide the topic greater visibility and increased potential for extramural funding, if applicable.
- Q. Indication of benefits to the University.

After the request to establish a center or institute is approved internally by the department or unit Head and the dean of the College of the discipline or the lead administrator of the unit proposing the center or institute, the request should be submitted to the Provost and Senior Vice President for Academic Affairs who will review, and if necessary, consult with the proposer, department head, and/or dean/lead administrator of the proposed center or institute. The Provost may approve, reject, or return for revision, providing information and a recommendation to the President, who may approve, reject, or return for revision.

#### **ALABAMA COMMISSION ON HIGHER EDUCATION NOTIFICATION OR APPROVAL**

With approval of the President, the Provost will submit the proposal as an information item to the JSU Board of Trustees and will send the proposal to the Alabama Commission on Higher Education (ACHE). The information item to ACHE will be for notification if the center or institute will not offer classes for credit, or for approval, if the center or institute will offer courses for credit. Following the provision of notice to ACHE (non-credit centers/institutes) or ACHE approval (centers/institutes offering academic credit), the center or institute may be opened. Significant changes in the center or institute (such as a change in name or focus, expansion of duties, or closing of a center) must be reported, prior to change, to ACHE.

## **REPORTING PROCEDURES**

Research/teaching/service centers and institutes are considered a part of the organizational structure of the University. As such, they must compile and submit annual reports. Annual reports will be reviewed by the department or unit head, dean or and Provost's Office. Additionally, any center or institute is subject to special review at the request of the President or Provost and Senior Vice President for Academic Affairs or of the dean or lead administrator of the center or institute. Centers and/or institutes will also fulfill reporting requirements of outside funders and will provide copies of these reports to the University.

## **REVIEW**

The annual report of a research/service center or institute will be reviewed by the Provost for effectiveness, as is a specially requested report. Should the center or institute be deemed not to be viable, with support of the department or unit head, dean or lead administrator, the director may request to close the center or institute or may request an opportunity to provide a written improvement plan. The Provost and Senior Vice President for Academic Affairs and President may grant this opportunity or decide to close the center or institute. A subsequent review after one (1) year will be conducted and a final recommendation will be made to the President by the Provost either to continue for an additional four (4) years or discontinue the research/service center or institute. The decision of the President is final.

## **RESPONSIBILITY**

The Provost and Senior Vice President for Academic Affairs is responsible for this policy.

## **EVALUATION**

This policy will be reviewed at least every five (5) years.