

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Centers and Institutes

**Regulation and Procedure
Number: URP: 02.240**

Policy Owner: Academic Affairs

POLICY STATEMENT

Academic centers and institutes enhance the educational mission of a university by functioning as focal points for basic and applied research, creative activity, service, and/or educational and training programs. The University encourages the development and operation of a limited number of chartered academic centers/institutes whenever a proven capacity exists at the University to meet or support a demonstrable need or service. Chartered centers and institutes advance the mission of TWU by conducting research; disseminating findings; producing external funding through grants, gifts, or consultation; fostering collaborations; and, when appropriate, facilitating practice-based research. Indirectly, centers/institutes augment programmatic capabilities and enhance the positive reputation of the University. This URP establishes the protocol for chartering and sustaining academic centers and institutes.

APPLICABILITY

This policy is applicable to TWU Faculty and Staff.

DEFINITIONS

1. "Center" means an entity which enhances the University's educational mission by advancing TWU's teaching, scholarship, service, and practice goals with a specific focus. Excluded from this URP are service centers, internal entities offering services to students, faculty, staff, or the community only, as well as clinical laboratory settings. Centers may be housed within a college, but do not administer academic degree programs, nor do they serve as the primary academic home for teaching faculty. Centers may also be established separately from a department, school, or college and represent cross-college and interdisciplinary initiatives. Dual-purpose centers may combine one or more of the elements of teaching, scholarship, service, or practice.

2. "Charter" means a formal authorization to create and operate a center/institute and be included in official listings of University centers/institutes.
3. "Institute" means a larger integrative unit usually with participation from more than one college. An institute may contain one or more centers within its administrative structure.

REGULATION AND PROCEDURE

I. Organizational Components of a Center or Institute

A center or institute covered by this URP must have the organizational components listed below and must be chartered through appropriate channels to the Executive Vice President for Academic Affairs and Provost ("EVPAA/Provost"), the Chancellor and President, and the Board of Regents.

A. Purpose

1. A charter that stipulates its mission, sources of funding, organization and administration, and evaluation process, including a defined purpose directly related to TWU's mission;
2. A stated primary purpose of one or more of the following: teaching, scholarship, service, or practice; and
3. Activities addressing a current issue, need, or problem.

B. Resources

1. A definable annual budget which might include federal, state, and/or private funds (normally for at least two to three years);
2. Sufficient human resources to achieve its mission; and
3. Adequate physical resources to conduct its activities.

C. Organization/Oversight

1. An identified director responsible for administration who reports to the appropriate dean or administrative leader. A center is administered by a Director that may report to an academic component leader, college dean, or an individual designated by the

EVPAAProvost. An institute is administered by a Director that reports to a dean or an individual designated by the EVPAAProvost.

2. A reporting relationship directly to a dean, academic administrator, EVPAAProvost, or the Chancellor and President; and
3. A structure that enables the center or institute to generate revenue including grants, gifts, and consultation fees.

D. The Chancellor and President may choose to submit for Board approval a proposal that does not meet all the above criteria.

II. Steps for Obtaining a Charter

A. Submission of a written proposal based on the criteria in this URP. The proposal must include space considerations, which have been discussed with other occupants of the space.

B. Review and approval by:

1. College dean(s) or administrator, if applicable;
2. EVPAAProvost; and
3. Chancellor and President.

C. Review and approval by the Board of Regents.

III. Ongoing Requirements

Chartered centers/institutes have four ongoing responsibilities:

- A. Centers/institutes must file an annual report of progress to the supervising administrator(s) and, if the center/institute has a research component, to the Vice Provost for Research and Innovation.
- B. Centers/institutes must file Institutional Improvement (I2) reports as requested by the Office of Institutional Improvement.
- C. The center/institute director with a research component must attend meetings with all directors twice yearly or as scheduled by the Vice Provost for Research and Innovation.

- D. The center/institute must submit a self-study to the EVPAA/Provost every five years.

IV. Continuing Charter

- A. A center/institute's charter is initially approved for a five-year period. Renewal of a charter is subject to a favorable review of performance for the preceding five-year period and of its achievements in relation to its mission statement and that of the University. It is expected that the peer review process inherent in the competition for grants and contracts will comprise an important aspect of the reviews of centers that are predominantly externally funded.
- B. A five-year center/institute self-study will be submitted to the EVPAA/Provost for consideration of center/institute continuance or discontinuance. This document will include:
 - 1. Degree to which center/institute is meeting its mission, goals, and objectives;
 - 2. Documentation of quality of service to constituent groups;
 - 3. Generation of additional funding;
 - 4. Scholarly productivity (e.g., grants, articles, books, presentations);
 - 5. Student engagement;
 - 6. Students supported;
 - 7. Outreach activities (university, community, professional, other);
 - 8. Cooperation with other programs; and
 - 9. Institutional Improvement (I²) plans as appendices.
- C. The EVPAA/Provost will submit his/her recommendation to the Chancellor and President, who will authorize re-chartering or elimination of the center/institute. The Chancellor and President will report annually to the Board of Regents those centers/institutes that have been re-chartered or eliminated.

V. General Provisions

- A. An official list of centers/institutes will be maintained by the Office of the EVPAA/Provost.
- B. From time to time, centers/institutes with large external grants or contracts may require the presence of research faculty whose affiliation with the center aligns with the life of the grant or contract. Faculty appointed to a center/institute under externally funded grants or contracts do not receive probationary or tenured appointments through the center/institute.
- C. Existing centers/institutes, including those previously reviewed and approved, are subject to the provisions of this policy.
- D. A simple change in the name of a previously established center/institute without a change of mission or significant financial impact does not require Board of Regents approval. Approval for such a change should be secured from the EVPAA/Provost.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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