



**University of North Texas  
Administrative Procedures Template**

**Policy Logistics**

<b>Associated Policy:</b>	06.046, Centers and Institutes
<b>Date:</b>	03/09/2017
<b>Policy Owner:</b>	Finley Graves, Provost
<b>Policy Contact(s):</b>	Terri Day, Vice Provost for Academic Administration
<b>Department(s) Involved:</b>	Academic Affairs

**Process Specifications**

Academic centers and institutes will be under the authority of the Office of the Provost and Vice President for Academic Affairs while a non-academic center or institute will be under the authority of the respective vice president.

- I. **Establishing a Center/Institute**. The procedures for establishing a center/institute at the University of North Texas require a three step process: receiving preliminary planning authority, developing a proposal, and securing final approval.
  - A. **Receiving Planning Authority for a Center/Institute**. The participating staff, faculty, or unit administrator (s) will prepare a one-page executive summary of the function and need for the proposed new center or institute at UNT. The one-page summary should be accompanied by the Request for UNT Planning Authority Form (VPAA-182). Once approved by the appropriate dean(s) or vice president(s), the authors can move forward with a full proposal as indicated below.
  - B. **Developing a Center/Institute Proposal**. A proposal (pdf file format) outlining the nature and goals of the proposed center/institute will be prepared by the participating staff, faculty, or unit administrator(s). The proposal shall address the following:
    1. Regional, national or international visibility
    2. Contribution to UNT's mission and vision (service, learning, scholarship)
      - i. Interdisciplinary is requested though not mandatory.
      - ii. International scope of activities.
      - iii. Extramural support.

- iv. State or federal line item (where appropriate).
  - v. Training for students.
  - vi. Building research collaborations with industry and academia.
3. Resources, Support, and Services Needed to Launch/Operate the Center.
- i. Funding amount and source if needed for any of the following:
  - ii. Seed money for start-up during incubation stage
  - iii. Faculty summer funding
  - iv. Funding for faculty
  - v. Funding for staff
  - vi. Travel funds for building collaborations and seeking funding
  - vii. Matching grant proposals funds
  - viii. Remodeling funds for office and research space
  - ix. Moving funds when relocating on campus
  - x. Desirability of faculty release time or salary augmentation for director
  - xi. Utilities
  - xii. Copying, printing, mailing, and office supplies
  - xiii. Other
4. Space.
- i. Lab space
  - ii. Office space for staff, faculty and director; including visiting faculty
  - iii. Office space for students, interns, and post-doctoral researchers
5. Description and Source of Funding for Equipment.
- i. Lab equipment
  - ii. Computer equipment
  - iii. Furniture
  - iv. Phones

v. Copy machines

6. Summary of Return on Investments.

- i. Sources and estimates of center/institute and UNT revenue levels.
- ii. Description of non-monetary return on investment (e.g. recognition, service, national reputation, etc.) from the existence of the center/institute.

C. Receiving Approval for a Center/Institute.

1. If the recommendation is positive by the lead administrator or vice president, the proposal with the one-page executive summary will be submitted to the Executive Council for Center/Institute Directors (ECCID).
2. The ECCID will make a recommendation to the Provost. The Provost may consult with the President's Cabinet and/or the Provost's Council in considering the proposal and then approve/decline the proposal. If required or at the option of the Provost, the Office of General Counsel may also need to approve.
3. If approved, the Provost shall submit the formal name of the center or institute for approval by the Board of Regents at the next scheduled Board Meeting as required by Regents Rule 09.200.

II. Annual Reporting Process for a Center/Institute.

- A. UNT's plan for Institutional Effectiveness (IE) includes a systematic and systemic cycle of planning, assessment, analysis, and implementation of the data-informed decision process. TracDat is the University-wide database for collection and storage of assessment plans and results. The Provost (or designee) will supply an initial list of centers and institutes for inclusion to the University Accreditation Office. The Provost (or designee) will provide an annual update to the list by May 15<sup>th</sup> of each academic year.
- B. Centers and institutes will report results annually in TracDat. The university accreditation staff will provide access to the Institutional Effectiveness (IE) database and assistance in establishing an IE plan for each center and institute at the University. Each IE plan will contain a minimum of three (3) objectives to measure each academic year.

1. Each center and institute will designate two staff members to update the IE plan annually.
  2. Center and institute staff will update their IE plan by October 1 annually.
  3. University accreditation staff will audit entries and report findings to the Office of Provost by December 1 annually.
- C. All center/institute assessment plans, along with resulting data and plans for improvement, are stored in the TracDat database as Unit Assessment Reports. All plans include copies of assessment instruments and the criteria used to measure successful attainment of objectives. This database will allow centers/institutes the ability to track outcomes used for their rotating 5-year review in one central location.

**III. Comprehensive Review Process for a Center/Institute.**

- A. Centers/institutes will be reviewed every 5 years. The Provost or his/her designee will schedule the review of a center or institute after conferring with the appropriate vice president or the lead dean (or other administrator) of the college or school who has budgetary responsibility for the center/institute. The review should be scheduled to coincide with any external reviews that are required of the center/institute.
- B. At least 90 days prior to the review, the appropriate vice president or the lead dean will inform the director of the center/institute of the review and request that the director prepare and submit a comprehensive report for evaluation to the ECCID and appropriate vice president or lead dean.
- C. The appropriate vice president or the lead dean will assess the goals, objectives, financials, and accomplishments of the unit; as well as recommendations for the center/institute. The appropriate vice president or lead dean will submit the assessment to the ECCID to make a recommendation to the Provost.
- D. The review process is complete when the Provost acts on the recommendations of the review and acknowledges such actions in a letter to the appropriate vice president or the lead dean, and the director of the center/institute.
- E. The resultant recommendation will be as follows:

1. Continuance.

2. Discontinuance. The center/institute will receive the recommendation for discontinuance from the Provost. A meeting will be scheduled between the center/institute director and the Provost to discuss the reasons for discontinuation and develop a plan for closing the center/institute.

**IV. Changing a Center/Institute Name.** To change the name of a center/institute, a request must be submitted to the Office of the Provost and Vice President for Academic Affairs via the Request for UNT Planning Authority Form (VPAA-182). Final approval of a name change of a center/institute rests with the Provost.

Questions concerning these procedures should be directed to the Office of the Provost and Vice President for Academic Affairs.