



Connecticut State University System

Developing a State of Minds

BR#01-47



RESOLUTION

regarding

THE ESTABLISHMENT CENTERS AND INSTITUTES

in the

CONNECTICUT STATE UNIVERSITY SYSTEM

June 8, 2001

WHEREAS, The Board of Trustees created a policy for the establishment of instructional, research and service units (Centers and Institutes) within the Connecticut State Colleges in July, 1980 (BR80-96), and

WHEREAS, There now have been established more than 30 such Centers and Institutes, and

WHEREAS, The Board historically has required evidence of appropriateness of purpose, fiscal stability and program evaluation, but no formal guidelines have been heretofore adopted, and

WHEREAS, Guidelines are necessary to assure that the establishment of a Center or Institute follows consistent procedures intended to provide a detailed narrative of key elements to ascertain the appropriateness, strength and support of such entities, therefore, be it

RESOLVED, That instructional, research or service centers or institutes shall not be formed at any of the Connecticut State University institutions without the approval of the Board of Trustees, and be it further

RESOLVED, That BR 80-96 is hereby repealed and the attached "Guidelines Regarding Academic Centers and Institutes" are hereby adopted.

A Certified True Copy:

Lawrence D. McHugh, Chairman

## GUIDELINES REGARDING ACADEMIC CENTERS AND INSTITUTES

The following formats shall be utilized in proposing the establishment of and reporting on an instructional, research or service center or institute in the Connecticut State University System.

### A. THE ESTABLISHMENT OF A CENTER OR INSTITUTE

A Center is a formally organized unit within the University addressed primarily, but not exclusively, to the conduct of multidisciplinary research or teaching. An Institute is a formally organized unit within the University addressed primarily, but not exclusively, to the extension of the university's mission through public or community service. Both types of entities shall have the following features: (a) a separately identifiable budget; (b) an appointed director/coordinator, who has a defined task as administrative head of the Center; and (c) professional staff normally representing more than one academic department or discipline. Such staff shall hold full-time or fractional appointments to the Center, consistent with the provisions of the collective bargaining agreement. The Center/Institute may provide a portion or all of their salaries.

These definitions do not preclude interdepartmental cooperation of a less formal nature.

1. A formal proposal to establish a Center or Institute shall address the following topics:
  - a. The need for such an entity and the manner in which the Center or Institute would respond to the need described.
  - b. The objectives of the Center or Institute in relation to the University's mission.
  - c. The identification of faculty and staff to be initially involved.
  - d. An estimated budget for the first year of operation, including space and equipment, with projections to cover each of the additional years in the initial approval period.
  - e. A plan for the assessment and evaluation
2. Such a proposal shall be submitted through established university procedure and sent to the university President for review and approval.
3. The approved proposal shall be forwarded to the Connecticut State University System Chancellor and Chief Academic Officer for review and recommendation to the Board of Trustees through its Academic Affairs Committee.
4. Center and Institutes are ordinarily housed by the universities. In those exceptions where a case is made for a Center or Institute to be housed at the System Office, the Chief Academic Officer shall draft a proposal in conformance with the aforementioned stipulations, and shall follow the same procedures for institutes and centers, including a justification as to why location at the System Office is more effective. After consultation with the universities, the CAO will forward the proposal to the Chancellor for review and recommendation to the Board of Trustees through its Academic Affairs Committee
5. Any center or institute established under these procedures will go out of existence on December 31 five years after its inception, unless action to the contrary is taken by the Board of Trustees for the Connecticut State University System.

## B. REVIEW OF CENTERS AND INSTITUTES

The following formats shall be followed for the annual/five year review of Centers or Institutes established within the Connecticut State University system:

### B.1 ANNUAL REVIEW

The director/coordinator of each approved Center or Institute shall submit an annual report describing the accomplishments of the Center/Institute and a statement of revenue and expenditures through the university's report process.

### B.2 SUNSET [5-YEAR] REVIEW:

Each Center or Institute shall be reviewed in the last year of its initial approval period and will address specifically the question of whether the Center or Institute should be continued or discontinued. A formal report of the review shall be forwarded to the university President, who shall decide whether to recommend continuing the center or institute to the Chancellor of the Connecticut State University System no later than September 1. The Chancellor shall report the President's recommendation to the Academic Affairs committee of the Board.

### FIFTH-YEAR REPORT ON CENTERS AND INSTITUTES

1. Current authorizing resolution establishes the sunset date at December 31, \_\_\_\_\_.
2. Assessment and evaluation of the activity of the Center:
3. University President's recommendation  
 Continue                       Discontinue
4. If the President's recommendation is for continuance, please outline general plans for the next five years following topics a-h of Item 1 in the Guidelines for the Establishment of a Center or Institute, as appropriate.

**ITEM**

Revise the policies and procedures for establishing and reviewing centers and institutes.

**BACKGROUND**

In July 1980, the Board of Trustees established a policy concerning the Establishment of Instructional, Research and Service Units within the Connecticut State Colleges. The policy did not include formal guidelines for proposing centers or institutes, nor did it include guidelines for annual or 'sunset' reviews. The Chief Academic Officer for the system at that time proposed informal guidelines that have been generally adhered to by the colleges/universities. Since 1980, the universities have established over 30 centers or institutes.

**ANALYSIS**

While most proposals for and reviews of centers and institutes follow the informal guidelines established 20 years ago, there is a lack of uniformity in the information contained in the narratives from one university to the next and even by proposals from the same university.

The proposed policy revision defines a center/institute, confirms the process for approval, and details the items to be addressed in the initiating proposal—including fiscal support and sunset provisions, annual review by the center's director and five-year review and recommendation of the university president.

**CHANCELLOR'S RECOMMENDATION**

Repeal BR 80-96 and approve the proposed policy revision for establishing, reviewing and continuing centers and institutes at the Connecticut State University as provided in the resolution and attachments.