

# Augusta University Policy Library

## Approval, Continuation, and Termination of Centers and Institutes

**Policy Manager: Sponsored Program Administration**

### **POLICY STATEMENT**

The primary role of centers and institutes is to i) create new interdisciplinary models for research, education, and clinical care, ii) create synergies across disciplines, iii) foster a research environment that promotes innovation and interdisciplinary collaboration, and iv) create a culture of excellence. In most cases, each institute/center should have research, education, and service as part of their mission. This policy document outlines the general rationale and procedures for the creation, continuation, and termination of centers and institutes.

An institute/center is formed when the discipline represented by an academic department or other organizational component cannot achieve certain objectives. Attainment of such objectives requires a multidisciplinary approach involving more than one department and often more than one school. In the academic setting, institute/center objectives must include research as part of its activities. It may also include instruction or service or any combination of these activities. Attainment of these objectives is intended to serve local, state, or national needs. For institutes/centers of a clinical nature, the objectives must be similar (i.e. requiring a multidisciplinary approach involving more than one department). The institution must also revisit existing centers and institutes from time to time to determine whether or not they are meeting their objectives and deliverables.

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

### **DEFINITIONS**

A center is defined by the Georgia Board of Regents in the following way:

*“A center provides an organizational base for research in a given academic area or closely related areas. It often provides a vehicle for interdisciplinary research in a given area involving faculty and students from a variety of internal administrative structures. It may be involved in the offering of continuing education activities related to its area(s) of interest. The “center” structure may facilitate efforts of the college or university to obtain extramural funding in specific areas. It serves as a formalized link between the academic community and the professional community in the area(s) of focus. A center, however, is not an autonomous structure within the internal statutory organization of a college or university. It is administratively most often an appendage of one of the traditional administrative structures, such as a department. A center is not involved in the independent offering of credit course or degree programs.”* An institute differs from a center in the following ways, as defined by the Board of Regents: *“An institute shares the center’s focus on research, provision of opportunity for interdisciplinary activity, involvement in*

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*continuing education activities, value in facilitating efforts to obtain extramural funding, and service as a link between the academic and professional communities. It is, however, a far more formalized structure and may be equivalent to an autonomous unit within the internal structure of the college or university such as a department, division, school or (university level) college. It will, unlike a center, be involved in the offering of credit courses and may offer degree programs.”*

## **PROCESS & PROCEDURES**

### **Creation of a New Center or Institute**

All programs using the terminology “Center” or “Institute” in its name must be approved by the President. In the case of an institute, information concerning the possible offering of courses or degree programs must be provided. For either an institute or center, indicate whether it is the intention of the group to offer continuing education (C.E) credit. In the case of a clinical program, the need only has to be associated with that clinical program. In order to establish an institute or center, the group of individuals must follow the procedures outlined below:

#### **A. Personnel**

Provide a list of the individuals which will make up the proposed institute or center, and include their role within the institute/center, their expertise to carry out that role, and the permission of their chairperson or division head and dean, vice president, or executive director of hospital and clinics to participate in the proposed institute/center. Submit an organizational chart and list whom the proposed institute/center director will be and why that person was chosen for the position. Once the center/institute has received institutional approval, the director must be approved for that position via the normal procedures set for administrative positions (i.e., the Chair, Dean, Provost, and by the President).

#### **B. Funding**

How will this institute/center be funded (for example, extramural funds, resident instruction, or hospital and clinics)? Provide appropriate support documentation that the sources are available. If no funds will be used initially, describe what efforts will be undertaken to find support of this proposed institute/center in the future (for example, the writing of a program project, center grant or the request of funds from the dean, vice president, hospital director or president).

#### **C. Approval**

Letters of support for the proposed institute/center must be obtained from the appropriate administrators involved. Once the Dean, Vice President, or Executive Director of hospital and clinics has approved the proposed plan for the development of the institute/center, it is submitted to the Senior Vice President for Research and the Provost or the Clinical Enterprise for review and then to the President for approval. Per Board of Regents policy Manual 2.7 Organization Structure and Changes (BoR Minutes February 2007), at the beginning of each fiscal year the President will submit to the Chancellor a list of all academic centers and institutes that are authorized to operate on campus. The addition or elimination of academic centers and institutes located at an institution does not require the Chancellor’s or Regents’ approval.

#### **D. Organization and Operation**

The established institute/center’s operations are the responsibility of the individual selected as its director who is responsible for all operations to the chairperson, dean, vice president, or executive director of hospital and clinics. The director and all other personnel will continue to function as active members of the parent departments for the time and effort negotiated when that person joined the institute/center and continue to be responsible to the department chairperson for those activities.

Institute/center membership for faculty members is negotiated with department chairmen by the director with regard to faculty time, salary, and other responsibilities. Such faculty appointments and time commitments will be reviewed annually by the director and department chairmen. The faculty member who is also an institute/center member is responsible to the department chairperson for time commitment and performance in departmental activities and is responsible to the director for time commitment and performance in the institute/center. Recommendations for promotion, tenure, and salary of all institute/center members will be initiated by primary appointment department chairmen and school deans, in consultation with the institute/center director and in accordance with institutional policies and procedures. Funding of salaries of institute/center members will be proposed and approved by the institute/center director, department chairperson, school deans, and executive director of hospital and clinics. The acquisition of space and facilities needed for institute/center operations will be obtained through negotiation with department chairmen, school deans, and the executive director of the hospital and clinics whose faculty and staff are institute/center members. If additional resources are required, requests are made through existing institutional channels.

E. Institute Governance & Annual Reporting

Each Center/Institute will form an internal advisory committee that will provide guidance to the institute/center director on major institute/center activities and strategic planning. The internal advisory committee membership must be approved by the Provost and Senior Vice President for Research, and by the Hospital C.E.O. in the case of clinical centers. The director will make annual reports on the operations of the institute/center, and annual individual performance evaluations of each institute/center member, to the advisory committee, relevant Deans, Provost, Senior Vice President for Research, and hospital leadership, with copies to the President.

Institute Continuation and Termination

Centers and institutes will be reviewed upon request by the President, and the review will be performed by an ad hoc committee appointed by the Senior Vice President for Research. If the center/institute is a clinical program, then the Hospital C.E.O. and Provost will appoint an ad hoc committee to review and evaluate the operation. If the center/institute is primarily an educational unit, then the review will be performed by an ad hoc committee selected by the Provost and the relevant Deans. Once the review is completed, the review committee will forward one of three recommendations to the Provost and President: continued development, major restructuring, or termination. The President will notify the Chancellor and Board of Regents in those cases where termination has been recommended.

**REFERENCES & SUPPORTING DOCUMENTS**

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**RELATED POLICIES**

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**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University  
Date: 3/24/2023

President, Augusta University

Date:3/24/2023