

<p><b>Title: Academic Centers and Institutes (with External Service Mission)</b></p>	<p><b>Policy No: 3.3</b></p>
<p><b>Category: Academic Administrative Processes</b></p>	<p><b>Effective: Fall 2000</b>  <b>Effective with revisions</b>  <b>Fall 2007</b></p>

**Policy Statement:** Any entity that combines research, information dissemination, public service, and/or adds value to the Oklahoma economy with an external service mission will be classified as an Academic Center or Academic Institute. Academic Centers and Institutes must be approved and will be monitored by the Office of Academic Affairs. An entity operating under some other name that functions like a center or institute requires approval from the Department Chair/School Director, Dean, and Office of Academic Affairs and possible redesignation as a center or institute. In some instances, an academic center or institute may generate income and operate twelve (12) months of the year.

**Background:** Existing *administrative centers* with *internal* service missions include the Center for Undergraduate Advisement, Academic Support Center, and Faculty Enhancement Center. They are not addressed by this policy.

A list of existing approved academic centers and institutes with an external service mission may be found in the Office of Academic Affairs.

**Purpose:** Develop a functional definition of *academic centers and academic institutes with external service mission* and establish associated procedures.

**Implementation Date:** Fall Semester 2000, Revised Fall Semester 2007

**Related Procedures:**

Creation of a new Center/Institute

1. Proposals for new academic centers/institutes must be routed through appropriate channels including department chairs/school directors and deans to the Office of Academic Affairs.
2. The proposed academic center/institute should align with the mission and strategic plan of the department/school and college in which it will be housed.
3. Any unit expected to provide funding to the center/institute, including faculty reassigned/overload or stipend time, must approve the proposal before it moves forward.
4. Each proposal must identify: (a) mission, (b) goals, (c) need/justification, (d) budget (direct and indirect costs and income estimations), and (e) five-year strategic plan.
5. The proposal must be approved by the provost.
6. If deemed appropriate, the provost will ask that the academic center proposal be included in the planning and budgetary processes.
7. Annual strategic plans and reports will be submitted to the Office of Academic Affairs in conjunction with Department/School and College strategic plans and reports.

## Annual Reporting Process

1. Each year the Academic Center/Institute will submit a strategic plan which sets annual goals and objectives. The strategic plan should include a listing and description of specific activities, goals for those activities, budget required, and estimated income (if relevant).
2. The Center/Institute strategic plan will be submitted on the approved strategic plan form in conjunction with the department/school, and/or college strategic plan. It must be approved by both the department chair/school director and dean before being submitted to Academic Affairs for final approval.
3. Annual reports will be submitted on the previous year's strategic plan simultaneously with the next year's strategic plan.
4. The annual report will include (a) goals met, (b) data on activities such as number of individuals and/or organizations served, (c) assessment data on effectiveness of activities in meeting stated goals, and (d) budget (income and expenses, including any faculty load assignments).
5. These reports will be routed through the department chair/school director to the dean and then to Academic Affairs.

## Process to Discontinue a Center or Institute

1. A center/institute may be discontinued for any of the following reasons: (a) no longer supports the mission and strategic plan of the department/school and/or college in which it is housed, (b) fails to submit a strategic plan that shows meaningful activities and/or fails to submit a strategic plan report, (c) fails to execute the activities in the submitted strategic plan for two consecutive years, (d) lacks faculty or staff willing to run the center/institute, (e) a shift in departmental budget priorities so the center/institute can no longer be funded, or (f) the source of revenue for the center/institute ceases.
2. If the college dean in which the center/institute is housed believes it may be discontinued, he/she will meet with the department chair/school director and center/institute director to determine if the center/institute is still viable, able to meet its mission, and able to provide sufficient activities to warrant keeping the center.
3. If determined the center/institute no longer functions effectively, the college dean will submit a proposal stating the reasons for discontinuance to the Office of Academic Affairs.
4. The center/institute's director will be notified by the Office of Academic Affairs of discontinuance and given 60 days to submit a new strategic plan or funding source for consideration.
5. If the department chair/school director, dean, and the Office of Academic Affairs still believe the center/institute is not able to contribute in a meaningful way, the director of the center/institute will be given a timeline and closure date.
6. The Office of Academic Affairs will coordinate with appropriate units all aspects of the discontinuance including signage and nomenclature removal.

**Coordinating Offices:** Office of Academic Affairs, College Dean(s)

**Academic Affairs Point-of-Contact:** Vice Provost/Associate Vice President for Academic Affairs

**Policy revision approved by the Provost/Vice President for Academic Affairs on August 13, 2007.**

**Policy approved by the Vice President for Academic Affairs on September 21, 2000.**

**Key Words: Centers, Academic Centers, Administrative Centers, Academic Institutes**