CMU
CENTRAL MICHIGAN
UNIVERSITY

Title/Subject: ACADEMIC CENTERS AND INSTITUTES

Applies to: ☒ faculty ☒ staff ☐ students ☐ student employees ☐ visitors ☐ contractors

Effective Date of this Revision: July 1, 2018

Contact for More Information: Office of the Provost

☐ Board Policy ☒ Administrative Policy ☒ Procedure ☐ Guideline

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PURPOSE

Establishes guidelines for the creation of Academic Centers and Institutes (ACI) within Academic Division.

APPLICABILITY

The policy applies to all ACIs within the Academic Division regardless of name or title.

DEFINITION

- Academic Centers or Institutes (ACI) are administrative, organizational, and/or budgetary units existing within the Academic Division. Depending on their focus and breadth, an ACI may exist at the academic unit, college, or university level. ACIs may be staffed by faculty, staff, and/or students (under direct faculty or staff supervision).
- ACIs organize academic activities of faculty, staff, and/or students from similar or different disciplines working on common projects and opportunities. The ACI coordinates and conducts activities to achieve curricular, research, instructional, outreach, and/or student success goals not otherwise available within the Academic Division.
- ACIs may be called centers, institutes, laboratories, consortia, or other approved titles.
- ACIs do not grant degrees or admit students. However, an ACI may propose courses or programs to be housed in academic units. If no appropriate academic unit exists for the courses/programs, the ACI may be approved to offer courses/programs. Approval of such courses/programs must follow university administrative and curricular procedures.

POLICY

1. No new ACI may be established within the Academic Division except through the procedures outlined in this policy.
2. Only approved ACIs may receive funding, be assigned space, employ staff or students, and/or receive any other support for its activities through any area of the Academic Division or wider university.
3. Only approved ACIs may use the university's name, symbols, branding, and resources.
4. The Executive Vice President/Provost or designee may remove an ACI's approval without prior notice.
5. An ACI must support academic unit, college and university imperatives, priorities, and initiatives.
6. An ACI must identify itself as a part of the university and ensure all external and internal information concerning the ACI is current and correct.
7. All individuals associated with an ACI must conform to university policies and procedures.

Authority: Michael A. Gealt, Executive Vice President/Provost
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8. All ACI funds must be deposited within university accounts and are subject to university policies.
9. Signatory authority for the operations of the ACI shall be developed in accordance with university policy.

PROCEDURES

1. Pre-proposal Authorization

    a. Individuals considering a new ACI should contact their department chair, school director, administrative program coordinator or functional equivalent for initial approval to develop an ACI proposal.
    b. If approved to proceed, they should then contact their Dean or unit Senior Officer for approval to develop an ACI proposal.
    c. Approval to go forward with a proposal to create an ACI is not a guarantee of the ACI being formally approved.

2. Proposal for New ACI

    a. Because a new ACI creates demands for additional resources, oversight, reporting and review, and may require the commitment of duties for faculty and staff members and students, there must be a written justification for establishing a new ACI. A proposal for a new ACI must contain information to demonstrate the ACI meets the following four criteria:
        i. There must be an articulated need for the ACI that does not duplicate the mission of an existing academic unit, college and/or other administrative structure at the university;
        ii. The ACI must support university priorities, initiatives, and Strategic Plan Imperatives;
        iii. The ACI must have appropriate funding, either in hand or proposed. The Senior Vice Provost for Academic Administration should be consulted as part of the funding development process. If proposed funding does not materialize in a timely manner, ACI approval will be revoked; and
        iv. The ACI must have appropriate staffing, either through faculty, staff, and/or students (under direct supervision of faculty or staff) to perform the work of the ACI. Staffing must be approved by the appropriate Dean or unit Senior Officer in advance of hiring.
    b. Proposals to create a new ACI must include the following components:
        i. The name of the ACI;
        ii. The mission and measurable objectives of the ACI;
        iii. Description of the major activities to be performed by the ACI. Including, if applicable, any proposed courses/programs to be offered by the ACI or an academic unit, co-curricular activities, international experience, and/or similar activities.
        iv. Descriptions of the roles and responsibilities of the faculty, staff, students, and/or any others to be involved in the work of the ACI This should include a proposal for the appointment of a Director of the ACI, including required qualifications. Names of the faculty, staff, students, and/or any others to be involved in the ACI can be provided;
        v. The administrative structure of the ACI, including the reporting relationships, governance structure, and any proposed Advisory Boards;
        vi. Sources of funding for the ACI, including in-hand funds, committed funds, and/or proposed funds, and their sources. Only provisional approval will be granted for an ACI until sufficient funds are in-hand;
        vii. Identification of the university support needs required by the ACI. Including, if applicable, space needs, library resources, information technology equipment and/or support, and other substantial areas of support needed from the university; and
        viii. The positive impact the ACI is anticipated to have on the department, college, academic unit, university, higher education, and/or community. Specific emphasis should be placed on how the ACI will positively impact student success.

3. Approval of New ACI

    a. The completed proposal should be submitted to the department chair, school director, administrative program coordinator or functional equivalent for review. If approved at the initiating unit level, the proposal should be forwarded to the appropriate Dean or unit Senior Officer for review. The Dean or unit Senior Officer may appoint a committee of faculty, staff, students, and/or administrators to review proposals and advise as to whether the ACI proposal should be approved.

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b. If approved by the Dean or unit Senior Officer, the proposal should be forwarded to the Office of the Provost. The Executive Vice President/Provost, or designee, shall review the proposal to determine the overall benefit of the proposed ACI to the university. If appropriate, the Executive Vice President/Provost will consult with the university President and/or members of the President's Cabinet to seek their feedback on the proposed ACI.

c. Upon completion of the review process, the Executive Vice President/Provost, or designee, shall notify the appropriate Dean or unit Senior Officer as to whether the proposed ACI is: (1) approved; (2) not approved (with reasons); or (3) not approved, but can be resubmitted with additional information provided.

d. If approved, the Executive Vice President/Provost, or designee, shall inform the Dean or unit Senior Officer of any stipulations or conditions (e.g., length of approval, resource allocation or limits, scope of operations etc.) governing the establishment of the ACI.

4. Operation of Approved ACI

a. Approval for an ACI may be removed or revoked at any time and for any reason by the Dean or unit Senior Officer responsible for the ACI with approval form the Executive Vice President/Provost or designee. Notice of the removal of approval will be sent by the Dean or unit Senior Officer to the Director of the ACI and the department chair, school director, administrative program coordinator or functional equivalent of the unit within which the ACI resides with a copy sent to the Office of the Provost.

b. An approved ACI may apply to change its name, mission, administrative structure, and/or other significant component(s) of its operation by seeking approval, in writing, from the Dean or unit Senior Officer. Until such approval is reissued, the ACI is not authorized to make the proposed changes. A written copy of changes should be forwarded to the Office of the Provost.

c. Before any private funding for a proposed, or existing, ACI is raised, the individuals or unit proposing/overseeing the ACI must have their funding proposal reviewed and approved by University Advancement. University Advancement will report their approval/non-approval to the Dean or unit Senior Officer and the Office of the Provost or designee.

d. Each year the ACI should submit an Annual Report of operational data and accomplishments to their Dean or unit Senior Officer. The Dean or unit Senior Officer should then include information from the ACI Annual Report in their unit report to the Executive Vice President/Provost.

e. Every five years (or more frequently if required by the initial authorization) each ACI must submit a comprehensive cumulative report of operations, activities, and outcomes to their Dean or unit Senior Officer. Each ACI, in consultation with their Dean or unit Senior Officer, will develop the criteria for the report and its evaluation. A summary report will then be sent to the Executive Vice President/Provost or designee by the Dean or unit Senior Officer for evaluation and reauthorization of the ACI. Reauthorization may be approved, denied or the ACI may be placed on probation for a period of not more than two years in order to address deficiencies. Current ACI units will be randomly assigned into a staggered five-year comprehensive report submission cycle.

RESPONSIBILITIES

1. The ACI Director (or namesake) is responsible for the operation of the ACI in compliance with all applicable policies, procedures, rules and regulations of the university, the outside funding source (if applicable), and/or state and federal government regulations (if applicable). If the ACI has an outside advisory board, the director is responsible for communications with and coordination of the efforts of the advisory board. The director is also responsible for communications concerning the ACI with external constituents and the general public in accordance with University Communications guidelines. The director is responsible for developing and submitting an Annual Report to the Dean or unit Senior Officer reporting the activities of the ACI.

2. The Dean or functional equivalent is responsible for the oversight of the administration of an ACI housed within their academic unit, including appointment and supervision of the director of an ACI. They are also responsible for approving changes to the purpose, structure, an /or staffing of the ACI.

3. The Executive Vice President/Provost or designee is responsible for determining whether a proposal for a new ACI will be approved and for revoking the approval of an ACI when appropriate.

SANCTIONS

Employees who fail to follow this policy are subject to appropriate disciplinary action.

EXCLUSIONS

This policy does not apply to any ACI in any division other than the Academic Division of the university.

INTERPRETATION

The authority to interpret this policy rests with the Executive Vice President/Provost or designee.