

Centers and Institutes guidelines

Following are guidelines for Centers and Institutes at KSU. Individuals interested in establishing a Center or Institute must complete and have approved the "Proposal for a KSU Center or Institute" included at the end of this document.

Board of Regents Definitions of Centers and Institutes

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**" shares the center's focus on research, provision of opportunity for interdisciplinary activity, involvement in 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.

Guidelines for Establishment and Operation of Centers and Institutes at KSU

1. All Centers and Institutes should develop clear mission statements and a strategic plan.
2. All Centers and Institutes are the property of KSU.
3. Centers and Institutes will report to College Deans or to the Office of the Provost.
4. Institutes may be independent of a College and report to either the Office of the Provost or a College Dean.
5. In the case of Institutes, the process for academic credit program approval must be specified in the initial proposal to establish the Institute and approved by the Provost. In any case, academic programs must have the approval of the GPPC or the UPPC as appropriate. Centers may not award academic credit.
6. By the end of year two, each Center/Institute shall have at least 3 people (KSU faculty or staff) working 5 hours per week on Center/Institute-related activities in order to maintain Center/Institute status. By the end of year two, each Center/Institute will regularly engage faculty in a sustained manner over a period of time in one or more programs.
7. Centers/Institutes must develop a comprehensive governance plan clearly delineating reporting relationships and opportunities for participation by faculty, staff and other stakeholders (for example, these can be outreach, internal, or research oriented).
8. All Centers/Institutes must have functioning advisory boards comprised of internal and external members (members external to KSU).
9. Center/Institute Directors will be appointed for fixed terms of no more than five years. Terms may be renewable by the Dean or Office of the Provost (with the advice of the Center/Institute advisory board and other stakeholders as applicable).
10. All Centers and Institutes should demonstrate funding streams to cover basic operating and administrative costs.
 - a. After year 2 funds should provide for ongoing support for the center;
 - b. Funds should be either externally generated or part of an on-going budget. Use of discretionary funds to support Centers/Institutes is discouraged but at the discretion of the supervising Deans, or Office of the Provost. Only Centers/Institutes that demonstrate a unique ability to fulfill specific elements of the College's/University's mission and strategic plan shall be funded internally;
 - c. Clear policies should exist in each College on faculty release time associated with Center or Institute involvement/activities (to be negotiated with Department Chairs)

Approval Process for Establishment of Centers and Institutes

1. Individuals interested in establishing a Center or Institute in a Department or College should discuss the prospective Center or Institute with the appropriate Department Chair(s) and Dean(s). The Provost should be consulted regarding the establishment of a University-wide Center or Institute.
2. With the consent of the Department Chair(s) and Dean(s), (and /or Provost), individuals interested in establishing a Center or Institute will complete the "Proposal for a KSU Center or Institute" (Proposal) included at the end of this document.
3. Proposals for Department or College Centers or Institutes should then be submitted to the appropriate Department Chair(s) and then the Dean(s) for approval (or directly to the Provost, in the case of a University-wide Center or Institute).
4. For Centers or Institutes housed in a Department or College, the Dean or Deans responsible for the Center or Institute will forward the Proposal to the Provost for review by the Council of Academic Deans.

5. Following discussion of the Proposal by the Council of Academic Deans, the Provost will determine whether or not the Center or Institute will be established at KSU.
6. If the Provost makes an affirmative recommendation, the Proposal will be forwarded to the President for final approval.

Review of Centers and Institutes

1. All Centers and Institutes must submit an annual report, not to exceed 10 pages, including but not restricted to the following information:
 - a. Mission/Purpose of the Center/Institute
 - b. Goals and Objectives of the Center/Institute
 - c. Individuals involved and extent of involvement (faculty, staff, volunteers, etc., note 5 & 6 above) over the 3-year review period.
 - d. Types of programs
 - e. Finances (income and expenses)
 - f. Budget for the review period
 - g. Major accomplishments
 - h. Planned activities and budget for the coming year
 - i. Intersection with community/KSU and external to KSU
2. Annual reports from all Centers/Institutes will cover the time period from January 1-December 31. For Centers/Institutes housed in Colleges, reports should be submitted to the appropriate College Dean by no later than March 1, and forwarded to the Office of the Provost by no later than March 31. For Centers housed in Institutes, reports should be submitted to the Institute Director by no later than March 1, and forwarded to the Office of the Provost by no later than March 31. For Centers/Institutes reporting to the Office of the Provost, reports should be submitted to the Office of the Provost by no later than March 31.
3. The first required annual report will be submitted in 2009 in accordance with the due dates noted above.
4. Following the baseline year of annual reports (2009), all existing KSU Centers and Institutes will be assigned to year 1, 2, or 3 reviews and then reviewed every subsequent three years by the Center/Institute Oversight Committee and a recommendation will be made on the continuation of the Center/Institute.
5. All new Centers/Institutes will be reviewed at the end of the 3rd year of operation, and in every successive 3rd year, the Center/Institute will be reviewed and a recommendation will be made on the continuation of the Center/Institute.
6. The 3rd year reviews will be conducted by a KSU-level Center/Institute Review Committee, comprised of Center/Institute directors, faculty and administrators at KSU. In order to reduce internal political pressures and direct and indirect conflicts of interest, Review Committees will not include those individuals to whom Center/Institute directors report. Members of the Review Committee should not have or be perceived to have a conflict of interest with the Center or Institute. Committee members are appointed by the Office of the Provost and serve for staggered three-year renewable terms.
 - a. The Review Committee will recommend the renewal or termination of Centers/Institutes to the appropriate College Dean or to the Office of the Provost (in the case of Institutes); and
 - b. These recommendations are reviewed and may be supported or reversed by the respective Dean or Provost.
 - c. A renewal recommendation may be made with the stipulation of required specific changes/improvements.

Proposal for a KSU Center or Institute
(Please respond in four pages or less)

1. Name of Center or Institute
2. Location of Center
 - a. College
 - b. Department
 - c. Physical Location
3. Provide a mission statement and strategic plan. These documents should indicate the Center or Institute distinctiveness. In addition, these documents should describe their congruence with the university's strategic plan and with any department or college strategic plans that may apply.
4. Needs the Center or Institute would meet (list): Research/Service/Continuing Education or Academic Credit Program (Institute only)
5. Staff of Center or Institute (indicate full time/part-time and expected role)
6. Financial Support
 - a. Current Budget
 - i. Institutional
 - ii. Other
 - b. Anticipated Revenue (Source)
 - c. In-Kind Support
7. A three to five year plan for operation and development
8. Assessment Plan for: (yearly)
 - a. Service
 - i. Campus Community
 - ii. External Community
 - b. Research
 - i. Publications
 - ii. Reports
 - iii. Professional Presentations
 - c. Continuing Education
 - i. Workshops
 - ii. Seminars
 - d. Funding: Sponsorships
 - i. Endowments and Gifts
 - ii. Sales, Service Fees and Income Generating Activities
 - e. Leadership Position on Campus
 - f. Public Recognition, Honors, and Awards
 - g. Stakeholder Satisfaction
 - h. Responsiveness to State Needs and Changing Conditions
 - i. Visibility at KSU and External Community

Approval Sign-Off Sheet:

Department Chair

Date

Dean

Date

Provost and Vice President, Academic Affairs

Date _____

President

Date _____