STOCKTON UNIVERSITY

PROCEDURE

Centers and Institutes
Policy Administrator: Authority: Effective Date: Index Cross-References: Policy File Number: Approved By: College President

Stockton University has several interdisciplinary research centers and institutes that bring faculty, staff, students, and community members together in support of teaching, research, and community outreach efforts. This work directly aligns with the University's mission as well as local, national and global trends, and provides academic and scholarly benefits to individuals, groups, and the public good. This document is meant to provide procedures for the creation, maintenance, and, when appropriate, closing of these centers and institutes. In forming these procedures, four key questions served as guiding tenets:

- x Is the center or institute important and intrinsically linked to the University's mission?
- x Is there now

institutional entities (academic programs, schools, departmental or divisional units, etc.) may choose to use the terms in similar yet distinct ways.

2. Definition and purpose

3. <u>Life Cycle.</u>
   The formation of a center or institute will be recommended by the appropriate divisional vice president where the center or institute will reside, with final approval made by the president. Minor modifications of the mission of a center or institute may be enacted, within reason, upon review and approval of the center or institute's advisory board. Significant or substantive changes (for example: a change in the name, mission, or research direction) must be recommended by the appropriate divisional vice president with final approval authorized by the president.

   The closing of a center or institute must be recommended by the appropriate divisional vice president with final approval authorized by the president.

4. <u>Criteria for formation and review</u>. Faculty, staff or other administrators who wish to propose a center or institute must do so in a written proposal submitted to the appropriate divisional vice president. The proposal must include the Purpose, Outcomes, Resources, and Reporting/Organizational Structure as outlined below:

   (A) <u>Purpose</u>
      i. A clearly-defined purpose related to the University's mission of excel in teaching, commitment to scholarship, and dedication to service.
      ii. When applicable, a purpose that specifically relates to an emerging issue, trend, need, or problem.
      iii. Clearly defined outcomes that measure demonstrated impact and will be articulated and addressed in annual and five-year reporting cycles. Annual and five-year reports are to be submitted in writing to the Vice President of the division in which the center/institute resides.

   (B) <u>Resources</u>
      i. Budget and finance: an annual budget indicating all sources of funding, both internal and external, as well as (when appropriate) a financial plan addressing issues of long-term operational sustainability.
      ii. Personnel: a summary of the anticipated personnel resources needed including: the director (see #5 below for additional details), faculty support (see #6 below for additional details); clerical/administrative staff; and anticipated graduate and undergraduate student support.
      iii. A summary of the space/physical resources required.
      iv. A summary of the equipment/supplies/materials required.

   (C) <u>Reporting and Organizational Structure</u>
      i. A transparent process of governance and review.
      ii. A commitment to administrative best practices.
      iii. A summary of the internal reporting relationship to a department head, dean, vice president or individual or unit of acceptable level.
      iv. An organizational structure that includes, when appropriate, an advisory board.

5. <u>Leadership</u>. Centers and institutes will have the equivalent of a "director" who will assume leadership, managerial, and, when appropriate, supervisory and budgetary responsibilities. Leadership can be an administrative position or a union-negotiated faculty position depending on the needs of the center or institute.

6. <u>Faculty Fellows</u>. In certain cases, faculty fellows can be requested for temporary assignment to a center or institute. More information can be found here: http://intraweb.stockton.edu/eyos/office_of_academic_affairs/content/docs/Policies%20&%20Procedur%20OCR/Faculty%20Fellows%20Program%20OCR.pdf

Legislative History

	Date
Faculty Senate	
Provosts Council	
Provost	
President	