

## **COPPIN STATE UNIVERSITY**

### **BOR IV-1.00 - POLICY AND PROCEDURES FOR THE ESTABLISHMENT AND REVIEW OF CENTERS AND INSTITUTES IN THE UNIVERSITY OF MARYLAND SYSTEM**

Centers and institutes and similar groups and organizations such as bureaus, laboratories, and research groups or research teams form useful devices for organizing faculty and staff from different disciplines to focus on teaching, research, and/or service in an area of common interest. Centers and institutes and similar groups and organizations should be justified on the basis of their contributions to specified missions of research and service and by their relationship to instructional programs at the institution. This policy and set of procedures applies to all and similar entities listed above.

#### **POLICY**

1. The term "*center*" or "*institute*" generally refers to an organized, non-departmental unit; it may or may not have external or state funding and a separately identified budget; it usually has a formal administrative structure headed by a director. Centers and institutes have varied missions, and with few exceptions do not award degrees. Differences among these kinds of units usually are related to their degree of permanence and the level of commitment to them by the institution or the System. A center has broader functions than an institute. A center's activities include education and service; however, a research emphasis may be included as part of the overall functions of the center. On the other hand, the primary objective of an institute is research.
2. Each institution, including Coppin State University shall ensure that its centers and institutes comply with applicable institutional and System-wide policies. Those centers or institutes which receive federal funds must, in addition, ensure compliance with federal policies, in particular those regarding the conduct of research.
3. The establishment of a center or institute or similar group that is multi-institutional or administratively separate from the University shall require the approval of the Chancellor or Board of Regents as stipulated in Board of Regents policy IV-1.00.

#### **PROCEDURES**

To establish a center or institute, a written proposal must be submitted for approval to the Dean or Director of the hosting school or unit and to the Provost and Vice President for Academic Affairs. The Provost and Vice President in consultation with the Dean or Director of the hosting school or unit will determine whether or not the Center or Institute shall be established. Their recommendation for approval or disapproval will be sent to the President of Coppin State University for endorsement. The President will inform the

Provost and Vice President for Academic Affairs of his or her decision. The decision should be forwarded to the Chancellor of the University System of Maryland for information.

1. Proposals for establishing centers or institutes or similar groups shall contain the following elements:

- a. The need, feasibility of the center or institute or similar group
- b. Statement of purpose along with measurable goals and objectives
- c. Composition of membership
- d. Plans for overall functioning and governance and administration
- e. Plans for initial and prospective funding
- f. Space, equipment and other needs.
- g. Programmatic budget

2. Faculty members who share common interests may formally or informally join forces to establish a center or institute or similar group.

3. Objectives of the proposed center/institute must be consistent with the mission and goals of the University and as an academic unit, must reflect the areas of teaching, research and service. These entities with very few exceptions, shall not offer courses or oversee degree programs.

4. It is understood that in the review process of the proposal by Provost and Vice President for Academic Affairs, the Dean and Chairs if applicable, that alterations may be recommended and made in the original proposal.

5. The proposed center or institute must have the approval of the Provost and Vice President for Academic Affairs and the Dean of the hosting school or unit where the center or institute will be located. The Dean is expected to share the proposal with appropriate department chairs impacted by the center or institute or similar group. Furthermore, the proposal is expected to be introduced to the Curriculum, Standards and Policy Review Committee for their advice, recommendations and endorsements.

6. Centers, institutes or similar groups are expected to be supported largely by external funding, and not exert significant financial claims on State or university resources. However, the Director or administrative officer and administrative support staff may be, at least partially, supported by general funds.

## **OPERATIONAL PROCEDURES**

1. The normal day-to-day operation of the proposed center or institute should be the responsibility of an administrative officer with the title of director or coordinator. That director or coordinator will report directly to the Dean of the hosting school.

2. The center or institute will be evaluated annually by the Dean. A report containing the evaluation will be sent to the Office of the Provost and Vice President for Academic Affairs for review and approval. One purpose of the evaluation is to determine whether the goals of the center or institute are still consistent with the mission of the University. Upon the review, the Dean or Provost may choose to request additional information regarding the review, change the definition, operators and/or directors of the center or institute or similar group; and/or terminate operation and existence of the center or institute or similar group.

3. A change in focus or mission of the center or institute, function or source of funding must receive prior approval from the Dean, Provost and Vice President for Academic Affairs, the President of Coppin State University. The Chancellor of the University System of Maryland Board of Regents as required under policy IV-1.00 shall be notified in writing of all changes.