

## ARTICLE XII: PROGRAMS, INSTITUTES, AND CENTERS

### SECTION A: DEFINITION AND COMPOSITION

*XII.A*

Interdepartmental programs, institutes, centers, and similar organizational units provide essential services to the University and the community, conduct instructional programs not otherwise provided through regular academic departments and schools, conduct research or other inquiry, or engage in some combination of the foregoing functions.

Three distinct designations for special academic units have been established to enhance the research, teaching, or service missions of the University:

1. the term institute is to be reserved for a special intradepartment or intraschool unit that is designed to use more effectively existing research, teaching, and service resources within the academic unit, in contrast to the interdepartment, interschool, or intercollegiate activities that characterize a center or a research center;
2. a multidisciplinary approach to instruction or to public service shall be known simply as a center;
3. a research center describes a multidisciplinary effort to develop new knowledge or to address applied research problems.

In addition, because of the interdisciplinary nature of an instructional field, a programmatic unit may be established that is interdepartmental, inter- or intraschool, or inter- or intracollege in nature. A division or program unit within a department or school also may be established.

### SECTION B: ORGANIZATION AND OPERATION

*XII.B*

The Director or other administrative head of a division, program, institute, or center shall be responsible to an appropriate Chair, Director, Dean, or directly to the VPAA or VPSA. Where matters of academic concern are involved, Directors shall be responsible to the Faculty Senate and to other governance bodies that formulate policies affecting the unit or its personnel.

There shall be a triennial review regarding the continuance and viability of the division, program, institute, or center and recommendation for the continuance or abolishment of the unit to the appropriate administrative head.

### SECTION C: ESTABLISHMENT AND GOVERNANCE

*XII.C*

#### 1. Division or Programmatic Instructional Unit

*XII.C.1*

Division or programmatic instructional units entirely within a department or school are not affected by this Article, but are within the general jurisdiction of such department or school. Also, some interdepartmental programs are entirely housed within a college or school and normally report to the Dean of the college. The guidelines in this Article do not affect the relationship between the Directors of such divisions or programmatic units and the Deans and the councils of the respective colleges.

After an appropriate experimental period, where departmental organization is not desirable, petition may be made for continuing programmatic status to the appropriate college Dean or school Director and council(s), if any, and to the Undergraduate Council. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review

and comment on the analysis. The analysis shall accompany the proposal throughout the review process. After attainment of permanent programmatic unit status, the program Director and the program faculty shall operate on the basis of procedures analogous to those governing academic departments as specified in *XI*.

Proposals to create new instructional programs or groups, to combine existing programs and/or departments, or to transfer programs from one college or school to another may originate with any member of the University Community. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. Such proposals shall be submitted first to the appropriate school or college and to the Undergraduate Council, with informational copies to the department(s), school(s), and/or program faculty members who will be affected. In no case shall such proposals be approved without the advice of the faculty who will be relocated. The college or school council(s) shall hold open hearings, after which a recommendation shall be made to the Undergraduate Council, which in its turn may choose to hold additional hearings prior to its determination of approval or disapproval of the proposal.

2. Institute

*XII.C.2*

An institute exists primarily to provide a means by which selected members of a department or a school may be organized for the purpose of using some of the department's or school's research, teaching, and service resources more effectively.

The department or school that desires to establish an institute shall submit the proposal for the institute to the appropriate Dean. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. The proposal approved at the collegiate level shall be reviewed for final approval by the VPAA. The organizational structure of the governance of the institute shall be determined by the department or school in consultation with the Dean of the college.

3. Center

*XII.C.3*

A center exists primarily to provide a means by which interdepartment, interschool, and intercollegiate boundaries may be bridged in the development of instructional programs or community service. A center shall have as its principal goal the synthesis of knowledge drawn from more than one discipline and the dissemination of that knowledge to a suitable student population or to the community outside the University.

A proposal for the establishment of a center shall be submitted to the Dean(s) of the college(s) and Director(s) of schools involved for approval. Prior to any further action on the proposal, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. The decision at the collegiate and school level shall be based in part upon the advice of the appropriate council(s) and the advice of those departmental Chairs and school Directors with personnel participating in the center. A proposal approved by the appropriate Dean(s) and Director(s) shall be submitted to the Undergraduate Council for review. Recommendations from the Undergraduate Council shall be submitted to the VPAA for final approval.

All centers shall be under a Director appointed by the VPAA in consultation with the appropriate Dean(s) and Director(s). If the departments and schools participating in the center are within a college, the Director reports to the Dean of the college; if the center is intercollegiate, the Director reports to the VPAA. The Director of a center shall have the

responsibility for coordinating the teaching, service, and research activities of the center. An advisory committee may be elected by the appropriate persons associated with the mission of the center and, if elected, will advise the Director on the administration of center activities.

4. Research Center

*XII.C.4*

A research center exists primarily to provide a means by which interdepartmental, interschool, and intercollegiate boundaries may be bridged in pursuit of new knowledge or the solution of applied research problems. The research activity of a research center cuts across several disciplines and involves a team of scholars, each one of whom contributes a special perspective and competency to the research.

A proposal for a research center shall be submitted to the Associate Vice President for Research, who shall submit it to the Graduate Council for review. *VIII.A. and VIII.F.* Prior to submission to the Graduate Council, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. Proposals approved shall be forwarded to the VPAA for final approval. Research centers are administratively responsible to the Associate Vice President for Research. A research center shall have a Director appointed by the Associate Vice President for Research in consultation with the faculty representatives from the center. The Director is responsible for the budget of the center and for the coordination of the center's research activities. An advisory committee, elected by the members of the center, shall advise the Director and work out the procedures for governing the center's faculty.