OFFICIAL
Policy and Procedure Statement 1.14 Establishment and Review of Centers, Institutes, and Academies
Review Cycle: Sept. 1, E3Y Review Date: 9/1/2017 (11 paragraphs)
Reviewer: AVPR

PURPOSE

1. Centers, Institutes, Academies, and similar organizational structures are special purpose units created to provide a focal point within Texas State for particular research, educational, or service programs. These structures allow faculty and students from the same or different disciplines to work on common projects. These endeavors have as goals one or more of the following: 1) to facilitate or conduct research; 2) to educate students at the graduate, undergraduate, or continuing professional levels; and 3) to provide or enhance service to the community.

2. Centers, Institutes, Academies, and similar special purpose units may be identified with one or several disciplines. Their support may come from state appropriations or outside foundations, agencies, companies or organizations, or be self-generated. The key to establishment of a Center or Institute is the demonstration of a clear need for the long-term association of faculty and students on a certain project or program. Further, they must advance the strategic plan of Texas State and be consistent with the mission of the university and the administrative units to which they report.

ESTABLISHMENT

3. In order to establish a Center /Institute/ Academy under the sponsorship of Texas State, application for approval must be made by a memorandum to the Provost and Vice President for Academic Affairs via the appropriate administrative channels. After determining that the Center /Institute/ Academy should be established, the Provost will inform the President, who will decide whether notification of, or approval by, the Board of Regents is appropriate. The application will include:
   a. The need for the organizational unit, including a statement of why the attainment of organizational goals cannot be met by the present structure.
   b. The goals and objectives and a brief plan, including a statement of how this entity advances the strategic plan of Texas State, how it is included in the strategic plan of the department or college and how its mission is consistent with that of the university and its sponsoring administrative unit.
   c. The proposed administrative structure.
d. A three-year budget to include the financial support required and the source of this support.

e. The space/facility needs and a plan for needs not within existing resources.

f. The significance of the Center /Institute/ Academy for education.

g. Endorsement and recognition of need by affected chairs, deans and administrative reporting line.

h. The impact the Center might have on revised or existing curriculum.

4. Following approval by the Provost and based upon recommendations by the appropriate chair(s) and dean(s), the Director of the unit is appointed by the Provost.

**ORGANIZATION**

5. While the normal reporting line for Centers/Institutes/Academies is to the Provost, if most projects in the unit are of narrower focus within a single College or Department, the Provost may authorize reporting to the dean or chair respectively. The Provost may withdraw approval for a Center /Institute/ Academy and terminate its operations at any time.

**OPERATION**

6. All Centers/Institutes/Academies will submit an annual report (not to exceed 10 pages) of the previous year's activities by September 30 to the administrator to whom the center's/institute's director reports. The report will cover both technical and financial aspects, and should include information about current and anticipated staffing levels and operational budget, any needed or anticipated changes to space/facilities requirements, outstanding accomplishments, and amount of external funding, including endowment funding, obtained and anticipated by the entity. The administrator receiving the report will review and make a determination as to the continuing operation of the center/institute. A recommendation for termination of the center/institute should be forwarded to the Provost within 30 days of receipt of the annual report and should include an explanation supporting the recommendation.

7. At the discretion of the Provost, the annual report will be reviewed by a committee appointed by the Provost and a recommendation made as to whether the center/institute/academy should continue to exist.

8. If, in a two-year period, a report has not been received from a center/institute or academy, the Provost will consider the entity to be defunct and will withdraw university recognition.
9. All proposals from Centers/Institutes/Academies for external funding will proceed through usual channels, including the Office of Sponsored Programs (OSP), for approval of budget, and certification of mandated state and federal compliance regulations. Signature approval includes the normal approval process of Director of the Center /Institute/ Academy, Dean, and AVPR. In cases where the Director reports at the level of the Vice President or Associate Vice President, the Dean's signature is not required.

10. The AVPR will be responsible for an electronic listing of all approved centers, institutes and academies.

CERTIFICATION STATEMENT

11. This PPS has been approved by the reviewer listed below and represents Texas State’s Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: ________________ Review Date: ________________
Reviewer: ____________________ Date: __________________
Approved: ____________________ Date: __________________

Gene Bourgeois
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