

**Establishment, Review, and Disestablishment of a Center
(not affiliated with an organized research unit (ORU))
Final Draft 3-20-07**

I. Introduction

The term “center” is used variously to cover units with a wide variety of objectives. The term should be used judiciously to refer to units that fit the general definition; it should not be used in a name for a unit that is primarily administrative and coordinative in nature.

II. Purpose and Scope

These procedures describe the steps required to establish, review, and disestablish a center that is not affiliated with, or located within, an organized research unit. Centers may be established within a department, school, college, or college-wide center. Each such center will be reviewed every five years, according to a schedule determined by the appropriate dean.

III. Authority and Coordination

- A. The chancellor, executive vice chancellor (EVC), and appropriate academic dean (hereafter establishing officer) have authority to establish a center, after consultation with the Academic Senate, and to disestablish a center. Only the chancellor may make additional delegations of this authority. If a dean is the initiator of a proposal to establish a center, the establishing officer is the EVC.
- B. The establishing officer is the coordinator for proposals to establish or disestablish a center.
- C. The establishing officer is responsible for conducting center reviews at five-year intervals, and has authority to approve continuance or discontinuance, based on those reviews. Reviews shall be conducted in accordance with established guidelines (see Appendix 2).
- D. The Senate chair decides the extent of Senate review of a proposed center, and if a full review is not required, he or she so advises the establishing officer. If a full review is not required the college/school faculty executive committee will review the proposal and act on behalf of the Senate. If full Senate review is required, the Senate chair makes the final Senate recommendation on the proposal and so informs the establishing officer.
- E. The Office of Research is the office of record for inventory of all centers governed by this policy.

IV. Procedures

- A. Proposal Initiation and Early Consultation
A proposal for the establishment of a center may be made by a faculty member or dean. If a faculty member, he or she should consult the

department chair and dean; if the initiator is the dean, he or she should consult the EVC prior to formal submission of the proposal.

B. Submission of the Proposal

The proposal is formally submitted to the department chair(s) or dean(s) for endorsement. Thereafter, the endorsement is submitted with the proposal to the establishing officer. (See appendix 1 for proposal format).

C. Proposal Review

1. The establishing officer sends an electronic copy of the proposal to the chair of the Academic Senate, the EVC, and the vice chancellor for research (VCR).
2. The Senate chair decides whether full Senate review is required and forwards the proposal accordingly. If full review is required, all Senate reviewing agencies, including the FEC, send their comments to the chair of the Senate, who informs the establishing officer of the Senate recommendation. If full Senate review is not required, only the FEC reviews the proposal and sends its final determination (acting for the Senate) to the establishing officer with a copy to the Academic Senate chair¹.

D. Final Action Notification

The establishing officer notifies the initiators of the final action and informs the EVC, dean, VCR, and FEC, as needed.

V. Disestablishment as a Result of a Five-Year Review

Requests for disestablishment may be initiated by the faculty associated with the center, the dean, or the establishing officer. Following the required five-year review of the center (see Appendix 2), the establishing officer may also decide to disestablish the center. If no Senate review was required for establishment, Academic Senate consultation is not required for disestablishment. Otherwise, the request for disestablishment is sent to the Academic Senate chair for review and comment. In the event that staff or student employment is affected, consultation with Human Resources or the Graduate Division should occur early in the process. The establishing officer notifies the center director, affected faculty, and researchers of the decision and rationale for it, and informs the EVC, dean, vice chancellor for research, and FEC, as needed.

Appendix 1

A. Proposal format for Establishment of a non-ORU Center

The proposal must contain the following points:

1. Proposed name of the center
2. Initiator's name(s) and contact information

¹ If a case requires expedited review, the dean should consult with the EVC.

3. Description of and rationale for establishment of the center that should also address
 - a. The value and capabilities that will be added by establishment of the new unit
 - b. The benefit of the proposed unit to academic programs and graduate education and training
4. Mission statement of the center
5. Proposed date of establishment
6. Name of the proposed director
7. Names and home departments of faculty members who will participate in the unit's activities (with letters of agreement)
8. Budget of the proposed center for the first four years, and source(s) of funds, including staffing needs
9. Space and equipment needs

The proposal should describe the following:

1. The proposed unit's goals and objectives, long- and short-term, with time-lines for achievement
2. Benchmarks to be used in the five-year review

B. Proposal for Disestablishment of a Center (not required if as a result of a review)

The proposal should include:

1. The name of the center and director
2. Initiator(s) of the proposed action and contact information
3. Names of center faculty participants, if applicable, and whether they support the action
4. Reason for disestablishment
5. Effective date of disestablishment
6. Effect, if any, on staff and students, and the disposition of affected positions.
7. Effect, if any, on any established academic programs
8. Proposed disposition of center equipment/inventory, if applicable

**Appendix 2
Periodic Review of Centers**

1. Centers are reviewed every five years for their effectiveness, quality, and appropriateness, according to the benchmarks stated in the establishment proposal or previous review and other applicable university academic review standards. Should a change in benchmarks be made by the center in the period between reviews, the center director must provide the establishing officer, in writing, the revised benchmarks and rationale for the change.
2. Six months prior to the scheduled review, the establishing officer requests from the center director a self-review report which describes the center's activities evaluates its achievements in relation to the established goals and benchmarks, documents its budget performance, and justifies the center's continuance, providing new

goals and benchmarks. The establishing officer may also request an external review, and will establish procedures and timelines for such.

3. Upon receipt, the establishing officer determines whether the center is to be continued for the next five year period, and if so, the benchmarks to be used in its next review. The establishing officer informs the center director of the decision with a copy to the the EVC, the Senate Chair, and the VCR. The documentation includes the basis for the decision.