



Item: AS: A-2

COMMITTEE ON ACADEMIC AND STUDENT AFFAIRS

Wednesday, June 17, 2009

SUBJECT: Florida Atlantic University Regulation on Institutes and Centers

PROPOSED COMMITTEE

Board of Governors Regulation 10.015(3), University Policies for Institutes and Centers, states that the University Board of Trustees must adopt policies for establishing, operating, evaluating, reviewing and disbanding university institutes and centers in accordance with Board of Governors criteria. Proposed Regulation 2.006 responds to this requirement and provides university guidelines for the establishment, operation, evaluation, review and dissolution of centers and institutes at Florida Atlantic University in conformity with the BOG regulation.

IMPLEMENTATION PLAN/DATE

Regulation 2.006 will be implemented upon approval of the Board of Trustees.

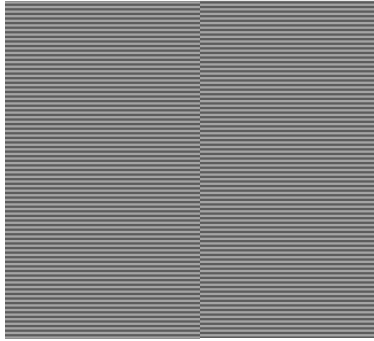
FISCAL IMPLICATIONS

None

Supporting Documentation

Proposed FAU Regulation 2.006

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current copy of university institute and center policies shall be on file in the Office of Academic and Student Affairs in the Board of Governors office.

(4)

(a) To establish a State of Florida Institute or Center the provost of the host university shall prepare and submit a proposal to the board of trustees of the host university for approval. Approved proposals shall be submitted to the Office of Academic and Student Affairs in the Board of Governors office.

1. The proposal shall specify the purpose of the organization, the need and demand to be a State of Florida institute or center, consistency with the Board of Governors Strategic Plan, and funding resources. The proposal shall also include a draft of the proposed Memorandum of Understanding, which has been ratified by the presidents of all affiliated institutions. The Memorandum of Understanding shall contain, at a minimum:

- a. The name of the institute or center;
- b. The identification of the host institution and participating institutions;
- c. The mission of the institute or center;
- d. Guidelines for appointing, funding, supervising, and evaluating the director of the institute or center;
- e. The criteria for appointments to the institute or center's advisory board, including terms, roles, authority, and, if known, current numbers;
- f. Expectations for the administrative and logistical support for the institute or center, including expectations regarding the reimbursement to the host university for direct costs of administrative services rendered by the university to the institute or center;
- g. Procedures at the institutional level for recommending increases/decreases in the appropriation of State funds for the institute or center;
- h. Specifications for the processing of contracts and grants, including the percentage of overhead funds to be returned to the institute or center; and
- i. Expectations and criteria for the cyclic review of the institute or center and other planning and expectations for its operation.

(b) After review by Board of Governor s staff the proposal will be forwarded to the Council of Academic Vice Presidents for approval and recommendation to the Chancellor. The Chancellor would then determine whether or not this proposal should be carried forward to the Board of Governors. Any institute or center must receive full approval from the Board of Governors prior to implementation to receive State of Florida status.

(c) University institutes and centers shall be established in accordance with university policy. A copy of an approved new university institute or center proposal containing basic descriptive, contact, and fiscal information shall be submitted to the Office of Academic and Student Affairs. In cases where more

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Florida Atlantic University

Regulation 2.006

Institutes and Centers

(1) PURPOSE. Florida Board of Governors (BOG) Regulation 10.015 sets forth the criteria and guidelines for both State of Florida and state university Institutes and Centers. It requires each state university to develop and publish clearly defined guidelines consistent with BOG policies for establishing, operating, evaluating, reviewing and disbanding university institutes and centers. This Regulation responds to this requirement and provides university-wide guidelines for the establishment, operation, and review of university institutes and centers. This regulation is designed to facilitate the formation of new centers or institutes and to assist in the management and review of those existing. The Provost is hereby authorized to grant authorization for the development and implementation of Florida Atlantic University institutes and centers. The "Exclusions" section of BOG Regulation 10.015 identifies certain units that may be referred to as "Institutes" or "Centers", whose purpose is to provide services to the university community (for example, day care centers, teaching or learning centers, computer centers). Such units are not to be considered "centers" for the purposes of this Regulation.

(2) DEFINITIONS.

A. An institute is an organized research, service and/or educational unit established on a continuing basis primarily for the coordination and promotion of interests organized around a broad subject area. Normally, the breadth of projects and programs transcends department, school, college, or even campus boundaries. In general, an institute will have a much broader mission and a wider set of goals and objectives than a center, and usually will involve a greater interdisciplinary and inter-institutional involvement of faculty.

B. A center is analogous to an institute but is more limited in scope. A center is (i) an organized unit that serves a specific purpose within an institute, or (ii) a unit that provides specialized capabilities to further research, or enhance instruction or the delivery of services.

C. A University Institute or Center is an institute or center that has been formally recognized as a Florida Atlantic University Institute or Center pursuant to this regulation. It is important to distinguish between formally established institutes and centers and other units of a less formal nature. In order to request approval and formal designation as an institute or center, a unit must have two or more members, one of whom must be a faculty member who is fully assigned to and compensated for work in the institute or center. A unit that has been approved to use the formal designation "institute" or "center" should not represent itself as such.

D. A State of Florida Institute or Center is an entity with a statewide mission that may include two or more State universities, established to coordinate inter-institutional research, service and teaching across the State University System. Those interested in State of Florida Institutes or Centers should see the BOG Regulation 10.015.

(3) GUIDELINES. Procedures for establishing, operating, evaluating, reviewing, and disbanding University institutes and centers, in accordance with BOG criteria and this regulation, are recommended for review by Vice President for Research and approval by the Provost. They are published on the Division of Research web site. These guidelines pertain to both existing and future University institutes and centers.

- e. Budget reduction or expansion;
- f. Recommendations for change of classification (State of Florida, Infrastructural, or University institute or center), if applicable; and
- g. Recommendations for status change (active, inactive, terminated), if applicable.

D. Dissolution Disbanding a University institute or center involves closing out the budget for the unit, transferring budget items within the unit to the appropriate place(s), and disbursing equipment and facilities as appropriate. These tasks will be the responsibility of the Department Chair or Dean as appropriate for the organization in question. The college or other unit within which the institute or center is located must notify the Provost of the dissolution. The requirements in BOG Regulation 10.015(6) shall be followed, including notifying the Office of Academic and Student Affairs in the BOG Office.

E. Change of status BOG Regulation 10.015 distinguishes between "State" institutes and centers and "University" institutes and centers. All institutes and centers at Florida Atlantic University shall first be established as "University" organizations. Their elevation to "State" status shall be governed by procedures specified by the BOG through Regulation 10.015 and other applicable authorities.

Specific Authority: Florida Board of Governors Resolution dated January 7, 2003; Florida Board of Governors Regulation 10.015. History: New – __-__-2009.