Institutes and centers are important components that contribute in a significant way to the achievement of the University's mission. It is in these organizations that the core research and training competencies of the University are focused. That focus adds value to students, other faculty, and the broader community within which the University operates. Institutes and centers facilitate the dissemination of knowledge in both training and research contexts. The transfer of basic research results through knowledge and technological development is a cornerstone of the research aspect of our institutes and centers. That knowledge and technology transfer is important in enhancing the economic, educational, scientific, and social well being of our region and society. The policy guidelines that follow recognize the value that institutes and centers provide. Institute and center formation and development is recognized as a mission critical activity at the University.

The policy is based on the requirements of the Florida Department of Education Division of Colleges and Universities (DCU) Office of Academic and Student Affairs as outlined in the DCU Policy Guideline 04.07.27 (available on the UWF website at http://research.uwf.edu/InstitutesCenters/default.htm). This Policy Guideline provides a description of the characteristics and requirements regarding (1) a State of Florida Institute or Center and (2) a University Institute or Center. These guidelines apply to all research and service institutes/centers at the University. There are entities that use the term “institute” or “center” in their name which are excluded from this policy such as Academic Technology Center, advising centers, Center for Fine and Performing Arts, Center for University Teaching and Learning, International English Center, etc. These excluded units occupy a service or strictly supportive academic function.

All other institutes/centers, whose mission is reflected in the paragraph above, are classified, reviewed, and operated under the guidelines below.

A. Establishment of new Institutes and Centers

The individual or department proposing the establishment of a new institute/center shall:

1. Prepare a concept paper describing the purposes and activities of the proposed institute/center for review and approval through the college and academic division planning process. The concept paper should identify how the proposed institute/center fits in with established priorities of the department, college, and university.
2. (a) Prepare an application for establishment of the institute/center using the outline contained in DCU PG 04.07.27 (Policy Guideline to Establish Policies and Procedures for Approving, Classifying, Operating, Reviewing, and Disbanding Institutes and Centers in the State University System) for (1) a State of Florida Institute or Center or (2) a University Institute or Center.

The application for a State of Florida Institute or Center will include: UWF I&C Form 1A (Cover Page), UWF I&C Form 2 (Directory Information), UWF I&C Form 3 (Estimated Expenditures for the Institute/Center) and Attachments of (1) Concept Paper; (2) Draft of Memorandum of Understanding, and Legislative Budget Request (if applicable).

The application for a University Institute or Center will include: UWF I&C Form 1B (Cover Page), UWF I&C Form 2 (Directory Information), UWF I&C Form 3 (Estimated Expenditures for the Institute/Center) and Attachment of Concept Paper.

(b) In addition to the information pertaining to the name of the proposed institute/center director, type, discipline affiliation, other university affiliations, mission, organization, staff, facilities, and budget, as required in the above cited documents, proposals must also include:

1. Identification of the types and qualifications of individuals and/or organizations which might be formally affiliated with the institute/center other than employees of the institute/center.
2. Identification of the manner in which undergraduate and graduate students will benefit from establishment of the institute/center.
3. Identification of the expected outcomes and assessment measures to be used in evaluating the effectiveness of the proposed institute/center.

3. Secure approval of the appropriate College Council and Dean.

4. Secure approval of the Associate Vice President (AVP) for Research and the Director of Sponsored Research who will coordinate review of the proposal by the Scholarly and Creative Activities Committee and provide the approved proposal to the Faculty Senate for information and comment.

5. The AVP will present the proposal for approval of the Provost and President.

6. Upon approval as outlined above, the Provost/President will:

   a. in the case of a University institute/center proposal, execute University approval on behalf of the Board of Trustees and forward to the State University System (SUS) Office of Academic Affairs; or
b. in the case of a State of Florida institute/center proposal, submit the proposal for consideration of the Board of Trustees and upon their approval to the SUS Office of Academic Affairs. The request is then submitted for approval of the Division of Colleges and Universities (DCU) as provided in the DCU Policy Guideline with a draft Memorandum of Understanding between the host institution and other SUS participating members.

B. Proposals to establish institutes/centers will be reviewed against the following criteria:

1. Rationale (i.e. expressed need for focused study in the area represented by the institute/center).

2. Degree to which the proposal supports the mission, goals and objectives of:
   a. the University;
   b. the affiliated College;
   c. the affiliated Department; and
   d. other Institutes/Centers at UWF.

3. Degree to which the institute/center mission, goals and objectives provide opportunities for:
   a. faculty in fields associated with the institute/center to maintain and expand their expertise in the field;
   b. students to participate in, and otherwise benefit from, the activities of the institute/center;
   c. assisting the external community in resolving problems and otherwise attending to community needs; and
   d. enhancing the research capabilities of the University.

4. Feasibility of implementation including:
   a. appropriateness of the organizational structure;
   b. availability of funding;
   c. availability of staff (faculty and support); and
   d. availability of space and equipment.

5. Potential for the institute/center to generate external funding.

6. Uniqueness (i.e. non-duplication of existing functions).
C. Proposal to Change Institute/Center Type

Any request to change the type of an institute/center must follow the procedures identified in Section A above.

D. Procedures for Review and Disbanding of Institutes and Centers

1. **A State of Florida Institute or Center** shall be reviewed based on the criteria and procedures established by the Council of Academic Vice Presidents.

2. **A University Institute or Center** will be reviewed in conjunction with the DCU periodic review of related disciplines but not less than at least once every five years. Institutes/centers will provide an updated application as described in Sections A and B above specifically addressing any changes which have occurred within the review period and supply a copy of the annual reports submitted to the DCU during the past five years and as part of the academic planning process through the appropriate chair, dean, and vice president. The major purpose of this review is to provide a recommendation as to whether the institute or center should be retained at current levels of funding, retained with enhancement, retained with reduction, or disbanded.

   a. The review will include consideration of the:

   (1) continued relevance of mission (purpose and activities);

   (2) degree to which annual and long-term objectives have been achieved; and

   (3) degree to which external funding has been secured to fund institute/center activities.

ANNUAL REPORTS

1. The University’s inventory of institutes/centers will be maintained by the University of West Florida Office of Research.

2. Annual reports as required by CM, *July 27, 2004* will be submitted to the UWF Office of Research.

3. The Office of Research will assemble the University’s annual report for submission to the BOR by the President through the Provost’s Office.

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