

# **Guide for Creating and Managing USA Centers and Institutes**

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### 3.2 Institute

An Institute is an organized unit that has a much larger-scale mission and set of goals and objectives than a Center and usually involves significant contributions of faculty. An Institute may create Centers as administrative units within its organization. If funding is given to an Institute with the specification that it be used for a Center, that Center must be established as a separate unit of the Institute using this Guide.

### 3.3 Membership Centers and Institutes

Membership Centers or Institutes derive the bulk of their funds from fees or assessments paid by members and deposited into a common university account. Guidance on organizing and operating Membership Centers or Institutes may be found in this guide.

### 3.4 USA Mitchell Cancer Institute

The USA Mitchell Cancer Institute (USAMCI) is an established Division of USA, organized directly under the Office of the President. The USAMCI comprises dedicated facilities, budget, and mission-specific, interdisciplinary faculty tracks. The USAMCI Director is appointed by the President and reports directly to the President.

## **4. Responsibilities**

### 4.1 Vice President for Research and Lead-Vice-Presidents

The Vice President for Research, has been delegated the responsibility to act on behalf of the President in all compliance matters related to Centers or Institutes. For each Center or Institute within an existing College, a lead Vice-President will be appointed by the President. The Director of the USAMCI serves as the lead for the USAMCI. Each lead Vice-President and the Director of USAMCI and/or his/her designee will provide leadership, oversight, and management of a Center or Institute.

### 4.2 Responsible Administrators

In collaboration with the Research Office, it will be the responsibility of the Deans of the College(s) in which the Center or Institute is established, Director of USAMCI, Vice Presidents, the President or the appointed designee(s) of these officers (hereinafter collectively referred to as the “responsible administrator”) to establish by-laws, the internal procedures by which his/her unit will review a Center or Institute proposal, or any other action proposed for a Center or Institute. All such Center or Institute proposal reviews or any other recommended action(s) made to the lead Vice-President (or the Director of the USAMCI, as appropriate) by the responsible administrator(s) will have been made in accordance with the aforementioned internal procedures. All actions will be made only upon the final recommendation of the responsible administrator(s).

#### 4.3 The Director and Advisory Committee(s)

All Centers or Institutes must

- Instructional programs, research programs, and/or service programs to be established with intended outcomes.
- Sources, amounts, and duration of funds required and available for at least five (5) years.
- Required matching or cost sharing funds.
- Space and capital equipment requirements.
- Support and mentoring plans regarding the promotion and tenure of participating junior faculty.

The “Authorization to Plan” letter must be forwarded by the appropriate, responsible administrator(s) to the lead Vice-President (or Director of the USAMCI, as appropriate). In consultation with the responsible administrator(s) and appropriate mission-specific Executive Officer(s) (such as the Senior Vice President for Academic Affairs, the Vice President for Health Sciences, the Director of the Mitchell Cancer Institute, or the Vice President for Research) the lead Vice-President (or the Director of the USAMCI, as appropriate) will assess completeness of the request and determine the most appropriate review and oversight bodies (particularly relevant faculty committees such as University Standing Committees) from which to solicit comments and coordinate a comment period. Upon resolution of requested edits and consideration of other comments, the lead Vice-President (or the Director of the USAMCI, as appropriate), and after consultation with other Executive Officers, shall make a recommendation to the President regarding the authorization to plan the Center or Institute. If the President approves the recommendation, planning may begin. The lead Vice-President (or the Director of the USAMCI, as appropriate) shall notify the relevant administrators of the President’s decision and, under usual circumstances, designate a Dean to oversee the director of the Center or Institute in developing the Authorization plan.

#### 5.1.2 Authorization to Establish

At any time during the two-year planning period, the lead faculty/staff may submit a request to establish the Center or Institute. The faculty involved will prepare a written proposal that will include an electronic draft of the Charter of the Center or Institute (and draft Bylaws, and Membership Agreement, if required). The draft must include all of the following:

- The name of the proposed Center or Institute.
- The specific mission, objectives, and goals of the proposed Center or Institute, including proposed programs and their expected outcomes.
- The Center or Institute's relationship to or potential impact upon the existing academic departments, colleges and/or schools, and other Centers and Institutes at USA.
- The name of the proposed Director, and a detailed description of any proposed advisory committees or directive boards.

- Budget estimates for the first (1st) year of operation, projections for the following four (4) years, and anticipated sources of funding.
- A statement identifying the current space and capital equipment that have been secured for the operation of the Center or Institute and realistic projections of future needs.
- A statement regarding the efficacy of plans implemented to assure proper recognition of participating junior faculty where relevant.
- A statement about anticipated effects of the proposed unit on the instructional programs of USA, and the provisions for advanced or graduate training or degree programs.
- A description of the proposed Center or Institute's administrative structure, including an organizational chart showing the relationship of the proposed Center or Institute to the existing organizations of USA and the internal organization of the proposed Center or Institute.
- Any additional information that may bear directly upon the proposal.

The proposal must be forwarded, with the responsible administrator(s) endorsement, to the lead Vice-President (or the Director of the USAMCI, as appropriate). In consultation with the responsible administrator and appropriate mission-specific Executive Officer(s), the lead Vice-President (or the Director of the USAMCI, as appropriate) will assess completeness of the request and determine the most appropriate review and oversight bodies (particularly relevant faculty committees such as University Standing Committees) from which to solicit comments and coordinate a comment period as more fully described in the Guide for Creating and Managing USA Centers and Institutes. Upon resolution of requested edits and a reasonable consideration of other comments, the lead Vice-President (or the Director of the USAMCI, as appropriate) shall make a recommendation to the President For approval. If the decision is to discontinue planning, the lead Vice-President (or the Director of the USAMCI, as appropriate) will notify the responsible administrator(s) of the decision.

## 5.2 Managing an Established Center or Institute

Management of an established Center or Institute includes monitoring and reviewing activities and plans through periodic contact (site visits, advisory committee meetings, internal and external professional evaluations, etc.) and reporting (annual University and Center/Institute written reports), modifying Center or Institute activities and plans as required, or when warranted, disestablishing a Center or Institute.

### 5.2.1 Center or Institute Reports

Each Center or Institute is required to submit annual reports to the lead Vice-President (or the Director of the USAMCI, as appropriate) using the institution's normal reporting process for assessment (i.e., TracDat). Copies of the assessment report must be made available to all responsible administrators including the Vice President for Research. 5.2.2 Periodic Center or Institute Reviews.



### 5.2.3 Changes to the Name, Mission, or Personnel of a Center or Institute

In the normal operation of a Center or Institute, it is expected that there will be evolutionary changes to the Center's name, mission and personnel. For changes in personnel, such as the center director, the responsible administrator(s) will report the intended change in writing to the lead Vice-President (or the Dire