



THE UNIVERSITY of
NEW ORLEANS

Policy No: AP-OP-24.2
TITLE: Centers and Institutes
EFFECTIVE DATE: January 10, 2017
CANCELLATION:
REVIEW DATE: Spring 2018

ADMINISTERED BY: Office of the President

PURPOSE

This policy provides a framework for the establishment, review, maintenance, operation and discontinuation of centers and institutes. The purpose of centers and institutes is to advance the university's mission and strategic plan in areas such as workforce training, academic programming and research and innovation.

AUTHORITY

Authority for this policy is derived from the Louisiana Board of Regents, Academic Affairs Policy 2.05A: Centers of Excellence

DEFINITIONS

Center: A center is an internal organization, either academic or non-academic, with a primary mission designated as one of the following:

Workforce training – provide opportunities for education and training programs to meet areas of real-time market need as identified and supported through partnerships with business and industry.

Academic programming – have an established record in teaching, research, and service, but also show potential for future growth and increasing quality.

Research and innovation – develop new knowledge, enhance the research productivity of faculty, integrate education and research, and positively impact economic development.

Institute: An institute is an internal organization, either academic or non-academic, that contains units grouped under a single administrative structure.

A center or institute may be broadly defined and involve interdisciplinary efforts, or it may be narrower in scope and focus on a particular discipline.

Approval: The approval for centers and institutes will be assigned based on total annual funding, expenditures and critical mass of personnel. External funding is a requirement of holding the status of center or institute.

PROCEDURE

The mission of a center or institute must be consistent with the university mission as well as aligned with the strategic plan. A center or institute housed in one or more departments within a college/school will report to the dean of that college/school; if housed in more than one college/school, the center or institute will report to a chair or dean.

Establishment of Centers and Institutes

The formal procedures that must be followed to establish a center or institute are detailed in the "Center and Institute Procedure" document that is available on the Research Council website. Newly approved centers and institutes are given an initial three-year probationary period. Upon completion of the probationary period, a performance review is conducted to determine whether the center or institute may proceed to full, active status.

Operation of Centers and Institutes

The Council on Centers and Institutes (CCI) will be comprised of a subcommittee of Research Council which contains representatives of Board of Regents approved centers and institutes that are in full, active status. The CCI will be responsible for the following:

1. Mentorship throughout application process for a center or institute
2. Recommendations to senior administrators regarding applications for new centers or institutes
3. Representation and advice to senior administrators
4. Facilitation of annual meeting during which each center and institute will provide a short presentation of accomplishments to senior administrators
 - a. This annual report must include external funding data for the current year and the three preceding years
 - b. Centers or institutes that do not have external funding in a given year may be placed on probation
 - c. Centers or institutes that have not received external funding in two or more consecutive years may be discontinued

Performance Review of Centers and Institutes

All active centers and institutes will be reviewed every five years. Institutional reviews will be scheduled in coordination with any external reviews that are required, as possible. Reviews may include, but are not limited to, the following components.

1. Louisiana Board of Regents approval status
 - a. Board of Regents approved Centers and Institutes will use that external renewal as their university approval to continue their status as a university approved center or institute.
 - b. Board of Regents approved Centers and Institutes that are not approved for renewal will follow this policy until such time as they once again are approved in writing by the Board of Regents.
2. Center type
3. Mission
4. Scale
5. Financial viability
6. External funding
7. Financial support for faculty and students
8. Scholarly activity
9. Assessment
10. Partnerships

The review process is completed by CCI, a subcommittee of Research Council. The respective Vice President will act on recommendations from the performance review and will communicate actions to the director of the center or institute. Centers and institutes funded by the general fund will be under the purview of the Provost and Vice President for Academic Affairs. Centers and institutes funded by sponsored programs will be under the purview of the Vice President for Research and Economic Development

Possible Performance Review Actions

Continuance

- Continuance of approval for the center or institute
- High evaluations will be rewarded based upon incentives for higher achievement at the discretion of the appropriate Vice President

Re-classification

- Classification based on the evaluation is the responsibility of the Vice President
- A re-classification changing a center to an institute, or institute to a center, may be considered by the appropriate Vice President

Probation

- Centers or institutes that are unable to adequately meet satisfactory annual progress will be provided the option of a one-year probationary period
- Vice President will outline metrics that define adequate yearly progress; goals will be specified in writing for the director of the center or institute
- Final review will take place at the end of the probationary period

Discontinuance

- Center or institute will receive the recommendation for discontinuance from the Vice President
- A meeting will be scheduled to develop a plan for closing the center or institute

IMPLEMENTATION

This policy will be implemented in fiscal year 2018. Effective July 1, 2017 no unit at the university may be called a center or institute unless it has submitted a proposal that has been approved according to this policy.



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