Office/Contact: Vice President for Research and Economic Development

Source: SDBOR Policy 1:6(2)H; SDBOR Policy 2:14

Link: <http://www.sdbor.edu/policy/1-Governance/documents/1-6.pdf>

<http://www.sdbor.edu/policy/2-academic_Affairs/documents/2-14.pdf>

Associated Forms: (Insert Official Form Name(s))

**SOUTH DAKOTA STATE UNIVERSITY**

**Policy and Procedure Manual**

SUBJECT: Institutes and Centers at the University

NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Assigned by Policy Manual Editor)

1. Purpose

This policy and its procedures set forth University protocols for the establishment, maintenance, review, and sunset of Institutes and Centers, consistent with SDBOR Policies 1:6(2)H and 2:14, at the University.

1. Definitions
	1. University Sponsored Institute: a long-term University endeavor that brings together faculty from multiple colleges and reports to the Provost or Vice President for Research and Economic Development and may receive funding centrally. A University Sponsored Institute may have several Centers and must have a director.
	2. University Sponsored Center: an endeavor with a narrow focus intended to be less permanent than a University Sponsored Institute that brings together faculty from multiple colleges and must have a director.
	3. College Sponsored Center: an endeavor that represents a college’s strategic goals and priorities and brings together faculty from one or more colleges, reports to the Dean, Director, or Department Head, and may be funded by a College or Department through the Dean, Director, or Department Head.
	4. Centers: The term “Centers” shall collectively refer to University Sponsored Institutes, University Sponsored Centers, or College Sponsored Centers, as defined above.
2. Policy

	1. Establishment of all Centers at the University meeting the definitions contained in Section 2 above is subject to approval by the University President. The University President is also responsible for the continuation or discontinuation of existing Centers at the University.
	2. Centers must avoid unnecessary duplication. Each Center will seek to differentiate its mission, activities, and clientele from other Centers and to make its facilities available to other constituent Centers for cooperative activities as appropriate.
	3. A proposal for establishment of a Center may initiate from one (1) or more University faculty; Departments, Deans, the Vice President for Research and Economic Development, the Provost, the President; or a source outside the University. The proposal must contain the following information:

		1. Name of the proposed Center and the name is not required to include the term “center”;
		2. Specific objectives and goals of the proposed Center;
		3. The Center’s relevance to the University’s mission and strategic plan, including the impact upon the existing academic departments, schools, institutes and centers with respect to teaching, research, and service, where applicable;
		4. Justification that the proposed Center meets a need currently not being met elsewhere within the University;
		5. Name and credentials of the proposed director and a description of any proposed advisory or policy boards, as well as the proposed organizational chart for the Center;
		6. Names and credentials of participants in the proposed Center and criteria for inclusion of future members;
		7. Identification of the Center’s library needs, telecommunication and computing needs, other equipment needs, proposed facility location, and space requirements;
		8. Budget for the first five (5) years, including the source(s) of funding to support the Center in its establishment and operations;
		9. Plan for sustainability during and after the initial five (5)-year period; and
		10. Any additional supporting information.
	4. All Centers approved under this policy and those established prior to the date of this policy are subject to periodic review. Every five (5) years, or sooner at the request of the Department Head, Dean, Provost, or President, the Director (or other appropriate lead manager) of every Center will prepare and submit a written report on the current operations of the Center and operations over the previous five (5) years. The report will also address the items listed in Section 3.b. of this Policy as appropriate for the next five (5) years and information about:
		1. Any changes since initiation or last review and explanations of changes;
		2. Description of the Center’s activities, including any activities undertaken as a consequence of prior review, if applicable;
		3. Names of all agencies, organizations, and institutions involved with the Center; and
		4. Identify accomplishments including impacts and outcomes achieved.
	5.
	6. Centers whose activities have declined to the point where they are no longer operable or of significant value to the University may be subject to discontinuation. A decision for discontinuation may be made under the following circumstances:

		1. The Center unnecessarily duplicated the mission, activities, or both of a previously established Center;
		2. Insufficient financial, human, or facilities resources are available to support the Center;
		3. The Center failed to achieve its mission, goals, or objectives;
		4. The missions, strategic goals, and objectives of the Center are no longer consistent with those of the administrative unit to which it reports, or the University; or
		5. For any other reason as deemed necessary by the University President.
3. Procedures
	1. New proposals for Centers will be submitted through the administrative chain of supervision. If approved by the unit lead, the unit lead will recommend the proposal to the University V.P. for Research and Economic Development. The V.P. for Research and Economic Development will submit proposals recommended for approval to the University Provost. The University Provost will submit proposals recommended for approval to the University President. The V.P. for Research and Economic Development, the University Provost, and the University President may seek review by advisory groups, appropriate administrators, and organizations for input in their decision to recommend or approve a proposal. The University President may approve the new proposal in conformity with SDBOR policies 1:6(2)H and 2:14.
	2. The five (5) year and any other subsequent written reports addressing the current operations of previously established Centers go to the University President, appropriate administrators, and organizations for review and comment. The University President makes the final determination regarding continuation or discontinuation of the Center. If the Center’s continuation or discontinuation requires SDBOR approval, the SDBOR will be provided the President’s recommendation for final authorization.
4. Responsible Administrator

The Vice President for Research and Economic Development, successor, or designee is responsible for bi-annual and ad hoc review of this policy and procedures. The University President is responsible for approval of this policy and its procedures.

SOURCE: Approved by President on (date)\_\_\_\_\_\_\_\_\_\_.

*NOTE: The signatures below are required for policy and procedure approval; however, signatures will not be included in the published version of the Policy and Procedure Manual.*

Recommended by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

 South Dakota State University

Legal Review by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tracy A. Greene Date

 University Counsel

 South Dakota State University

Attested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kevin D. Kephart, Ph.D. Date

 VP for Research and Economic Development

South Dakota State University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Laurie Stenberg Nichols, Ph.D. Date

Provost/VP for Academic Affairs

South Dakota State University

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 David L. Chicoine, Ph.D. Date

 President

South Dakota State University