



## Roosevelt University Policy and Guidelines for Establishing Institutes and Centers

### **Policy 1.3**

Responsible Executive: Provost  
and Executive Vice President

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### ***POLICY AND GUIDELINES FOR ESTABLISHING INSTITUTES AND CENTER***

Centers and Institutes are self-sustaining organizations within the University designed to enhance one or more aspects of the University's mission of teaching, research or outreach, explicitly tied to the strategic plan.

Institutes are primarily concerned with research and outreach activities, and report to the Graduate Dean and Vice Provost for Research. Centers are primarily focused on teaching and faculty development, and report to a College Dean. All current Centers and Institutes will retain their designation unless changed during the review procedure.

All new Institutes and Centers must go through an approval process, with a proposal endorsed by the appropriate division/unit director, the dean(s) of the appropriate college(s), the Graduate Dean and Vice Provost for Research, the Vice President for Institutional Advancement, and the Provost, with final approval by the President.

The Proposals for new centers or institutes should include the following elements:

1. Mission of the Center/Institute;
2. Relationship to the University mission and strategic plan;
3. Description of the constituency, benefits to the constituency, community, and/or academic community, relationship to faculty and students;
4. Outline of planned activities, including plan for outcomes assessment and assessment of quality;
5. Governance Structure:
  - a. Internal (relationship to program/division/college/Graduate Dean/ Provost)
  - b. External (Advisory Board);
6. Proposed budget, including committed revenues and expenses for the first year; and committed and expected revenues and expenses for the second through third

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years (include personnel, space needs, technology, library materials, furniture, marketing, etc). Expected university contributions (such as space) should be included. As with other units of the University, costs should not exceed revenue.

7. New Institutes and Centers will be reviewed at the end of three years, and then thereafter reviewed on a schedule determined at the initial review.

Endorsed by the Council of Academic Deans (2/5/04) and the Executive Council (2/23/04)