

# Guide for Creating and Managing USA Centers and Institutes

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## **1. Introduction**

The primary and related goals of the University of South Alabama (USA) are to strengthen its

### 3.2 Institute

An Institute is an organized unit that has a much larger-scale mission and set of goals and

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

All Centers or Institutes must have a Director appointed by the President or lead Vice-President with the concurrence of the President. The by-laws for each Center/Institute should specify reporting lines of authority. Typically the Director will report directly to the Dean for centers or institutes located within an existing college or school. Directors of intercollegiate centers or institutes normally will report to a Vice President. The appointed Center/Institute Director, with the concurrence of the President and the lead Vice-President, will have the option of appointing an Advisory Committee (which is recommended). The Advisory Committee has only advisory responsibilities to the Center or Institute and gives immediate assistance to the Director and to the responsible administrator(s) in the form of recommendations. An Advisory Committee is responsible for advising the Center or Institute on programmatic direction, and in the case of membership centers, on the distribution of membership fees for project funding.

The Center or Institute Director shall provide overall coordination of all programmatic activities, seek external funding where appropriate, oversee the management of day-to-day center operations, convene periodic Advisory Committee meetings, receive advice, execute the directions provided by the Advisory Committee and ensure the viability of the Center or Institute in meeting its objectives.

### **5. Creating and Managing USA Centers or Institutes**

5.1 Creating Centers or Institutes is a two-step authorization process requested through the President. The first step is the Authorization to

- 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.



Centers and Institutes must be evaluated at least

### 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 Director of the USAMCI, as appropriate). Any changes to the name and/or the mission of the Center or Institute must be reviewed and approved by the responsible administrator(s), the lead Vice-President (or the Director of the USAMCI, as appropriate), and