

Original texts

Relocated original texts

Addition

Consistence of acronyms

Relocated and changed

Deletion of original texts

	<b>Florida Gulf Coast University</b> Policy Manual	<b>Policy: 2.001</b> FKA 2.11  Approved: 01/23/09 ???/2015
	<b>Centers and Institutes</b>	<b>Responsible Executive:</b> Provost and VP Academic Affairs  <b>Responsible Office:</b> Research and Sponsored- Programs Graduate Studies

### I. POLICY STATEMENT

Centers and Institutes constitute an important element in furthering Florida Gulf Coast University's ("FGCU") mission of learning, engagement, and scholarship by providing a specialized **locus focus** of activity that contributes to the fulfillment of **college University** goals and objectives. Centers and Institutes **can** serve the role of **crucible(?)** where innovation may be forged and lead to the creation of new knowledge.

*(Moved to III. DEFINITION OF TERMS) Center and Institute activities may take the form of sponsored research, intra- or inter-institutional research, service, or training activities that complement existing unit-based instruction, scholarship or service programs. Such entities provide an interface for faculty-student-public collaboration and contribute to the economic and social wellbeing of the region, the State of Florida, and beyond.*

This policy sets forth the conditions and process by which FGCU will establish, review, and **disestablish evaluate** Centers and Institutes. The **Florida Gulf Coast University FGCU** Board of Trustees ("BOT") has authorized the President to develop and implement "**university institutes and centers.**"

### II. REASON FOR POLICY

This policy is necessary to comply with the **Florida** Board of Governors ("BOG") Regulation 10.015 "Institutes and Centers," **and-to which** provides a consistent set of criteria and procedures that will allow for the formal approval **and-review-of** **preposals** to establish Centers and Institutes **at FGCU with periodic review and evaluation.** By so doing, FGCU will ensure that all Centers and Institutes operating under its auspices are viable, **sustainable,** **are** accountable for **the-ongoing** **achievingement-of** their respective missions, and capable of fulfilling the stated **purposes vision** and goals.

### III. DEFINITION OF TERMS

Centers and Institutes (**Centers/Institutes**) are organized structures that focus on domains of knowledge that reside within a discipline or are cross-disciplinary in scope. **Centers/Institutes** ~~Centers and Institutes~~ may help to develop new areas of research that are relevant to external constituencies, encourage cross-disciplinary and multidisciplinary approaches to teaching and scholarship, provide a more relevant focus for service to external constituencies, and promote the sharing of resources. These structures strengthen **the University** credibility to funding agencies as well as to

other external sponsors.

~~Such entities~~ Centers/Institutes provide an interface for faculty-student-public collaboration and contribute to the economic and social wellbeing of the region, the State of Florida, and beyond.

~~Center and Institute~~ To serve the diverse needs of the university, the emphasis of individual Centers/Institutes may vary. Therefore, according to the activities ~~may take the form of~~ each Center/Institute, different types of Center/Institute may include, but are not limited to: ~~sponsored research, intra- or inter-institutional research, service, or, training activities that complement existing unit-based instruction, scholarship or service programs,~~ multi-function, etc.

#### IV. PROCEDURES

~~(Merged into Guidelines I. Introduction)~~ The conception for a Center or Institute can arise from a variety of sources, including:

- ~~Faculty within a division or department in a single college~~
- ~~Faculty from several colleges or divisions within a college who share a common interest(s)~~
- ~~A dean or several deans~~
- ~~The Provost and Vice President for Academic Affairs~~
- ~~The President~~

##### A. Conditions to Establish ~~CONDITIONS TO ESTABLISH~~

~~(Moved to Guidelines II. Classification of FGCU Centers/Institutes)~~ ~~All Centers and Institutes must be housed in a college and report to a Dean. This relationship is necessary to ensure that the Center/Institute is thoroughly grounded in a firm disciplinary and support base and provides opportunities for students. Only in extraordinary circumstances will another reporting relationship be considered (e.g., reporting directly to the Provost or the President).~~

All ~~Centers and Institutes~~ will be required to demonstrate Center/Institute must:

1. ~~they possess of a clear~~ align its vision, mission and goals ~~aligned with the~~ FGCU's vision, mission, goals, and strategic plan
2. have a critical mass of faculty and staff to ~~support~~ attainment ~~ment-of-that its~~ vision, mission, and goals
3. ~~are be~~ led by a ~~an~~ ~~appropriately~~ qualified and competent director ~~or co-directors~~
4. ~~currently or potentially~~ have adequate resources and space ~~necessary to~~ operate ~~for an extended period; have adequate space to operate and~~
5. ~~have established appropriate~~ demonstrate progress with accountability mechanisms, viability, sustainability, continuity, and quality

The process ~~by which FGCU will~~ to determine whether these above stated conditions are met ~~(and continue to be met after initial approval)~~ is described in

the attached document. In no case may a ~~Center and Institute~~ Center/Institute be ~~established and~~ operated in the absence of ~~Presidential~~ the approval by the Provost & Vice President for Academic Affairs (“Provost”) and/or President. Once established, ~~no Center or Institute~~ a Center/Institute ~~will~~ shall not change its name or ~~purpose~~ vision/mission/goals without ~~first receiving~~ applying for the formal approval of change(s). ~~by the President.~~ In certain instances, state approval may also be necessary. Please consult with the Office of Research and ~~Sponsored Programs~~ Graduate Studies (ORGS).

## B. Review Process ~~REVIEW PROCESS~~

Following the establishment of a ~~Center or Institute~~ Center/Institute, periodic reviews will ~~take place according to the procedures described in the attached document.~~ ~~occur as the following needs dictate:~~

- ~~• State reporting/review requirements~~
- ~~• Decanal accountability reviews~~
- ~~• Provost accountability reviews~~
- ~~• Specialized or regional accreditation demands~~
- ~~• Presidential reviews~~

## ~~DISESTABLISHMENT~~

All ~~Centers and Institutes~~ Centers/Institutes follow a five-year lifecycle that eventually leads to change or ~~disbandment sunset~~ as societal interests change or resources dictate. As a result of the annual review, a Center/Institute may be granted the status of “Continue,” “Probation,” or “Disestablish.” A review to “Renew” or “Sunset” a Center/Institute will be conducted every five (5) years.

A decision to ~~disband~~ establish, continue, disestablish, renew, or sunset a Center/Institute must follow procedures ~~established~~ developed by ~~the Office of Research and Sponsored Programs~~ ORGS (see the attached document). The decision to ~~disband~~ disestablish a Center/Institute may originate from those directly affiliated with the ~~Center or Institute~~ Center/Institute: the ~~dean or~~ dean(s) to whom the ~~Center or Institute~~ Center/Institute Director reports to, the Provost/designee, or the President. ~~The results of reviews described above may also lead to a decision to disband if the viability or relevancy of the Center or Institute is called into question.~~ Final determination to establish, continue, disestablish, renew, or sun-set a Center/Institute rests with the Provost and/or President.

### ~~(DEFINITION OF TERMS moved to III)~~

~~Centers and Institutes are organized structures that focus on domains of knowledge that reside within a discipline or are cross-disciplinary in scope. Centers and Institutes may help to develop new areas of research that are relevant to external constituencies, encourage cross-disciplinary and multidisciplinary approaches to teaching and scholarship, provide more relevant focus for service to external constituencies, and promote the sharing of resources. These structures strengthen credibility to funding agencies as well as to other external sponsors.~~

### ~~(DEFINITION OF TERMS moved to Guidelines II. Classification of FGCU Centers/Institutes)~~

*There are two types of Centers/Institutes:*

- ~~State of Florida Institute or Center:~~ An entity with a statewide mission, that may include two or more state universities, established to coordinate inter-institutional research, service, and teaching across the State University System. State of Florida institutes and centers must be approved by the Board of Governors. State of Florida institutes and centers' operational budgets reside within the bases of their host institutions; additional budget requests must be reviewed by the CAVP, and only those with a positive recommendation are carried forward to the BOG for consideration.
- ~~University Institute or Center:~~ An entity that is generally established by a single university to coordinate institutional research, service, and/or educational/training activities that enhance existing instruction, research, and service at the universities. The budget of a university institute or center and any requests for additional funding are wholly within the purview of the host university.

**V. HISTORY**

Approved 04/27/2004; amended 10/19/2004; 11/08/2005; 01/21/2009; ~~??/??/2015~~

**VI. APPENDICES**

See attached "Guidelines for Establishing a ~~SUS-Approved~~ [Institute/Center Center/Institute](#) at Florida Gulf Coast University"

**APPROVED**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## Guidelines for Establishing a ~~BOG-Approved Institute/Center~~ Center/Institute at Florida Gulf Coast University

### Important Deadlines

**September 15<sup>th</sup>** – Center/Institute Directors submit Annual Reports

**December 15<sup>th</sup>** – Faculty Senate Grants & Research Team (GRT) completes annual review and forwards recommendations to Associate Vice President for Research (AVPR)

**February 1<sup>st</sup>** – AVPR completes annual review and forwards recommendations to the Provost & Vice President for Academic Affairs (Provost)

**May 1<sup>st</sup>** – If needed, the Provost completes annual review and makes final determination

**June 1<sup>st</sup>** – AVPR notifies each Center/Institute Director the final result of the annual review

### I. Introduction

In accordance with Florida Board of Governors (BOG) Regulation 10.015 ~~Institutes and Centers, Florida Gulf Coast University (FGCU)~~ the Office of Research & Graduate Studies (ORGS) has ~~established~~ developed the following guidelines for ~~developing~~ establishing a Center and/or Institute (Center/Institute) at Florida Gulf Coast University (FGCU).

~~(similar to Policy III. Definition of Terms) Centers and Institutes focus on domains of knowledge that reside within discipline or are cross-disciplinary in scope. These are organizational mechanisms that can be used to provide greater depth in teaching and/or research to a narrower band of problems within a discipline, or to apply a broader vision to problem sets that cross traditional knowledge boundaries. Centers and Institutes may help to develop new areas of research that are interesting to the faculty and relevant to external constituencies, encourage cross-disciplinary and multidisciplinary approaches to teaching and research, provide more relevant focus for service to external constituencies, and promote the sharing of resources. Center/Institute status provides visibility for, and tangible evidence of, a formalized structure for an activity that strengthens its credibility to funding agencies as well as to other external sponsors.~~

A Center/Institute is an organizational entity which carries out research activities, scholarly/creative activities, community or clinical service, instructional activities, and/or training programs that cannot ordinarily be accommodated within existing departmental structures. Establishment of a Center/Institute can be initiated by a faculty, a group of faculty, Department Chair(s), College Dean(s), and/or university administrator(s).

A Center/Institute may be established as a supportive infrastructure for research and/or scholarly/creative activities in order to enhance or complement the vision, mission and goals of the University, college(s), department(s), and/or other academic units or programs. Centers/Institutes are expected to promote research and innovation; facilitate multi-/inter-/cross-disciplinary research collaboration; disseminate research findings and results by organizing conferences, meetings, workshops, etc.; enrich graduate and undergraduate student education by involving students in research project(s); provide research or training opportunities to other faculty or staff; offer faculty, staff, and students with accessibility to Center/Institute facilities; and secure extramural research funding.

A Center/Institute may carry out additional activities and services such as instruction as well as university and community service related to the expertise and mission of the Center/Institute.

A Center/Institute that covers a broad area may in turn contain other more specialized units; for instance, an Institute may be comprised of several Centers or of several facilities. Insofar as possible, designations of new Center/Institute may be taken from those defined below:

*A “Center” is ordinarily a subordinate unit within an existing department, college, or institute; interdisciplinary centers may, however, report to the Provost & Vice President for Academic Affairs (“Provost”), Provost’s designee, or President. Centers should make a significant contribution to the major academic unit of which they are a part. A Center, sometimes one of several forming an Institute, furthers research, scholarly/creative activities, and public service in a designated field; or primarily provides facilities for other departments and units.*

*An “Institute” is a distinct and free-standing unit of substantial size. Institutes may engage in a wide variety of research, scholarly/creative, public service, and instructional activities, typically in areas of broad concern. Institutes are frequently interdisciplinary and embrace ideas and personnel from various departments, colleges, and schools. An Institute is a major unit that coordinates and promotes faculty and student research and scholarly/creative activities on a continuing basis over an area so wide that it extends across department(s), college(s), and perhaps even beyond campus boundaries. An institute may also engage in public-service activities stemming from its activities, within the limits of its stated objectives.*

BOG Regulation 10.015 Institutes and Centers, (2) Definitions, (c) Exclusions states that “There are entities that use the term ‘Institute’ or ‘Center’ in their titles, as well as some other service units, that are excluded from this policy.” Entities called “Centers/Institutes” whose purpose is to provide services to the University community (e.g., First Year Advising Center, Testing & Assessment Center, Center for Academic Achievement, Kleist Health Education Center, etc.) shall not be considered Centers/Institutes for the purposes of this policy.

## II. Classification of FGCU Centers/Institutes

Based on different missions and roles of each Center/Institute, Centers/Institutes can be classified as:

### A. State Level Center/Institute – State of Florida Institute or Center

Pursuant to the BOG Regulation 10.015 Institutes and Centers, (2) Definitions, (a) State of Florida Institute or Center:

*“An entity with a statewide mission, that may include two or more State universities, established to coordinate inter-institutional research, service, and teaching across the State University System. **State of Florida institutes and centers must be approved by the Board of Governors.** State of Florida institutes and centers’ operational budgets reside within the bases of their host institutions; additional budget requests must be reviewed by the CAVP, and only those with a positive recommendation are carried forward to the Board of Governors for consideration.”*

Centers/Institutes at the state level are established in response to the State initiative(s). The Director reports to the Provost or Provost’s designee. Performances of the Center/Institute and the Director are evaluated by the Provost or Provost’s designee.

### B. University Level Center/Institute

Pursuant to the BOG Regulation 10.015 Institutes and Centers, (2) Definitions, (b) University Institute or Center, and (3) University Policies for Institutes and Centers:

*“An entity that is generally established by a single university to coordinate institutional research, service, and/or educational/training activities that enhance existing instruction, research, and service at the universities. The budget of a university institute or center and any requests for additional funding are wholly within the purview of the host university.” “The University Board of Trustees must adopt policies for establishing, operating, evaluating, reviewing, and disbanding university institutes and centers in accordance with Board of Governors criteria.”*

Due to different purposes, roles, scopes, and reporting requirements, university level Centers/Institutes can be further categorized as:

#### 1. University Center/Institute

University Centers/Institutes are established in response to the University initiative(s) to enhance and/or complement the university’s mission, vision and/or goals. The Director reports to the Provost or Provost’s designee. Performances of the Center/Institute and the Director are evaluated by the Provost or Provost’s designee.

#### 2. College Center/Institute

A college Center/Institute is expected to enhance faculty’s field(s) of expertise as well as the mission, vision and/or goals of the department(s), college(s), and university. The Director reports to the College Dean. The performance of the Center/Institute is evaluated by the Faculty Senate Grants and Research Team (GRT).

#### 3. Centers/Institutes originated from an agreement

Centers/Institutes established according to the terms and conditions of an officially executed university agreement (e.g., an endowment) abides by BOG Regulation 10.015 Institutes and Centers, FGCU Board of Trustees (BOT) Policy 2.001 Centers and Institutes, as well as mission, vision and goals described in the agreement. The performance of the Center/Institute is evaluated by the GRT.

### III. Procedures for Establishing a Center/Institute Authorization

It is ~~appropriate and desirable~~ **feasible** to ~~create~~ **establish** a Center/Institute when the resources are available and ~~when~~ the establishment of ~~such~~ **the Center/Institute** is consistent with the mission and long range plans of a college and the University. The various academic units should be selective in ~~creating~~ **establishing** new ~~Institutes/Centers~~ **Centers/Institutes**. ~~Toward this end, a review and approval process has been established by the University that complements the BOG Regulation 10.015 and assures that the University is fully aware and supportive of the proposed activity.~~

The initial step in the review and approval ~~process~~ for ~~the~~ establishment of a ~~Institute/Center~~ **Center/Institute** ~~is the approval of~~ is the submission of an application proposal by the prospective Center/Institute Director to his/her ~~the~~ **respective** chair(s) and dean(s). ~~After department and college reviews have occurred,~~ Once approved by the Dean(s), the proposal should be forwarded, by the prospective Director of the Center/Institute, to the Office of

Research and ~~Sponsored Programs~~ Graduate Studies (ORGS). ~~The proposal shall be~~ ORGS will conduct the initial reviewed to assure that the proposal conformity to ~~BOG~~ regulations and procedures set by FGCU and BOG. Should the proposal be in compliance with the aforementioned it will be forwarded to ~~the Grants & Research Team~~ the GRT of the Florida Gulf Coast University FGCU Faculty Senate for review and recommendation. Subsequently, after reviewing recommendations and comments made by GRT and dean(s), if any, ORGS will make its own independent recommendation to the Provost and Vice President for Academic Affairs (VPAA). The ~~VPAA~~ Provost shall determine if the proposed Center/Institute is in the best interest of the University and will present the proposal to the President's Cabinet for consideration.

The President shall make the final determination regarding the approval of establishing a "University Level Institute or Center." A copy of an approved new "University Institute or Center" proposal containing basic descriptive, contact, and fiscal information shall be submitted to the ~~Board of Governors~~ BOG Office of Academic and Student Affairs. In addition, annual reports must be submitted to the ~~Board of Governors~~ BOG, generally prior to September 30 of each year.

To establish a state level "State of Florida Institute or Center," please refer to BOG Regulation 10.015 (4) (a). An application to establish a state level Center/Institute shall follow the same approval procedure as described above, but must also receive approval from the University ~~Board of Trustees~~ BOT and Florida ~~Board of Governors~~ BOG prior to implementation. The Provost shall prepare and submit the approved proposal to the ~~BOT~~ ~~University Board of Trustees~~ in accordance with BOG Regulation 10.015. Upon approval of the ~~BOT~~ ~~University Board of Trustees~~ the proposal shall be submitted to the ~~Board of Governors~~ BOG Office of Academic and Student Affairs

#### A. Application Proposal for Establishing a Center/Institute

A written proposal requesting the establishment of a Center/Institute must be submitted to ORGS and include the following items and substantiating documentation. The proposal is limited to **fifteen** 8.5"x11" pages with one-inch margins on all sides, single-spaced, in Arial 11 point font.

1. Vision, Mission, and Goals
2. Statements of
  - a) Added value(s) and capabilities to be enhanced by the new Center/Institute
  - b) Why the above cannot be achieved within existing campus academic programs and/or units
3. Impact on existing academic programs and units
4. Nature and scope(s) of activities to be performed
5. Organizational structure and personnel
  - a) Director  
A Center/Institute will be operated under the administration of one Center/Institute Director. The Center/Institute Director will be appointed or reappointed by the Provost and/or President. The Center/Institute Director may invite other colleagues to serve as the Co-Directors.

- b) **Affiliated Members**  
 Membership in a Center/Institute shall be defined in the application proposal or, if applicable, shall conform to specifications required by the sponsoring agency. Centers/Institutes shall not discriminate in membership or participation on the basis of race, sex, religion, national origin, age, sexual preference, or disability. Faculty or staff shall consult with one's direct supervisor (e.g., Department Chair, College Dean) before committing oneself to any activities in a Center/Institute that carry workload credit.
- c) **Advisory Board**  
 It is mandatory for each Center/Institute to establish an External Advisory Board (EAB), description of the structure and members of the EAB must be a part of the application proposal. The Director shall convene this board at least once a year to review the annual report of the Center/Institute. Minutes of Advisory Board meetings shall be attached to the Annual Report.
6. **Fiscal/financial resources**  
 (Please justify financial needs and anticipated sources of funding for the Center/Institute. In the application proposal, the prospective Center/Institute Director must include a plan and time line to enable the Center/Institute to achieve a status of financial independence, self-sufficient, and self-supportive.)
- a) Funding source(s)
  - c) Plan and time line
  - d) Annual budget
7. **Other required resources**
- a) Location of the Center/Institute
  - b) Space
  - c) Equipment
  - d) Supplies and consumables
  - e) Services and service contracts

The following documents, **excluding** from the 15-page limit, must be attached to the application proposal:

- Attachment I – Letters of support
- Attachment II – Organizational chart of the proposal Center/Institute
- Attachment III – Organizational chart of the External Advisory Board (EAB)
- Attachment IV – Two-page resumes of the Center Director, Co-Director(s), senior personnel, affiliated members, EAB members, etc.
- Attachment V – Five-year projection of revenues and expenditures
- Attachment VI – Five-year projection of needs of resources
- Attachment VII – Other support documents

#### **B. Evaluation Criteria for the Center/Institute Application Proposal** ~~Used for Assessment~~

The following criteria will be used for assessing Center/Institute proposals:

##### ~~FGCU Specific Criteria:~~

1. The potential for the enhancement of the FGCU mission **and goals**.
  - a) How will ~~establishment of~~ the Center/Institute enhance the University's mission **and**

- goals** in a manner not currently accomplished by existing programs?
- b) What unique research capabilities and opportunities would be fostered with establishment of the Center/Institute?
2. Appropriateness of planned administrative and organizational structure.
    - a) Does the proposal outline to whom and through whom the **Institute/Center Center/Institute** reports?
    - b) How and where **does** the Center/Institute **fits** in the overall FGCU structure?
  3. The feasibility and appropriateness of the budget plan.
    - a) Does the University or State of Florida **Institute/Center Center/Institute** proposal outline a reasonable expected amount of E&G funds to non-appropriated funds (contracts and grants, fees, etc.)?
    - b) Does the University **Institute/Center Center/Institute** proposal illustrate the potential for acquiring non-appropriated funds not available through current grant funding efforts?
  4. Does establishment of the **Institute/Center Center/Institute** provide FGCU with a competitive advantage in some fashion that highlights and complements the strength of our faculty/staff and our service area in general?
  5. Is there a need for additional space and facilities? If so, is there a plan to provide more space and a timetable for doing so?

#### IV. **Institute/Center Annual Review – Continue, Probation, or Disestablish**

In accordance with BOG Regulation 10.015 **University Institutes or and Centers (5)(d)(2), a university level Center/Institute** must have a formal review conducted at least **once** every seven years. BOG Regulation 10.015 **University Institutes or Centers (5)(d)(3) requires that at a minimum, all evaluations/reviews shall include:**

**Board of Governor Specific Criteria Used for Assessment:**

- 1) A determination of the institute or center's progress against defined goals and objectives within the context of the institute or center's mission, participating university missions, and current Board of Governor's Strategic Plan;
- 2) An assessment of the return on investment of State dollars, if applicable;
- 3) The need for continuation of the Institute or Center;
- 4) Possible changes in mission or organizational structure;
- 5) Budget reduction or expansion;
- 6) Recommendations for change of classification (State of Florida, Infrastructural, or University Institute/Center Center/Institute, if applicable; and
- 7) Recommendations for status change (active, inactive, terminated), if applicable.

In an effort to stay apprised of **Institute/Center Center/Institute** activity, establish an ongoing

record of activity, and to ensure activities of a ~~Center/Institute~~ ~~Center/Institute~~ are current and fiscally sound, a formal review will be conducted annually at FGCU. The formal annual review and evaluation will include an annual report supplement to the Web based BOG annually reporting requirement, and will be conducted through the ~~Grants and Research Team GRT.~~ at FGCU. ~~At a minimum, the review will include the criteria used for assessment and will be provided to the BOG at least once every seven years.~~

#### **A. Annual Report**

By the second Friday of September of each year, Center/Institute Directors shall report the activities and financial condition of the Center/Institute during the past fiscal year. The Director shall submit the annual report to ORGS. ORGS is responsible for coordinating the effort of annual review and evaluation on all FGCU Centers/Institutes. The Center/Institute Director is solely responsible for providing all necessary details in the "FGCU Center/Institute Activity and Achievement Report Form."

#### **B. Annual Evaluation**

FGCU specific review and evaluation criteria may include, but are not limited to: annual achievements in support of the SUS BOG and FGCU vision, mission, and goals; viability and sustainability; accountability; implementation of last year's recommendations from all levels, etc. As a result of the annual review and evaluation, a Center/Institute may be granted one of the three statuses: Continue, Probation, or Disestablish.

A highly achieved and well performed Center/Institute shall be considered to "Continue." For a Center/Institute that upholds high quality performance and productivity, consistently demonstrated by its track records, the GRT may recommend that the Center/Institute Director submit a "Summary Report" every other year in replacement of the full annual report. A Center/Institute that fails to fulfill its vision, mission, and/or goals shall be recommended to be placed on "Probation" or "Disestablished." If a Center/Institute receives the status of "Probation" twice in five consecutive years, it may result in the disestablishment of the Center/Institute.

After reviewing recommendations and comments made by GRT and dean(s), if any, the Associate Vice President for Research (AVPR) will make his/her own independent recommendation to the Provost. Final determination to continue, place the Center/Institute on probation, or disestablish a Center/Institute rests with the Provost and/or President.

When a Center/Institute is disestablished, ORGS shall notify the Office of Academic and Student Affairs in the BOG office.

~~Should the viability or relevancy of a University Center or Institute be called into question during the annual review, the Office of Research and Sponsored Programs shall consult with the Center/Institute Director to consider voluntary disbandment. The Center/Institute Director may voluntarily disband the Center/Institute and phase out related activities. Should voluntary disbandment of a Center/Institute not occur, the Provost and Vice President for Academic Affairs shall make the final determination in regard to disbandment of a University institute or center.~~

#### **V. Five-Year Review – Renew or Sunset**

All Centers/Institutes are authorized for an initial period of five years. In addition to the annual

review, each Center/Institute is subject to a five-year review/evaluation cycle for being “Renewed” for another five years or “Sunsetted” at the end of the fifth year of its establishment or its last renewal.

ORGS is responsible for coordinating the effort of five-year review and evaluation of all FGCU Centers/Institutes. The Center/Institute Director is solely responsible for providing all necessary details in the “FGCU Center/Institute Activity and Achievement Report Form.” After reviewing recommendations and comments made by GRT and dean(s), if any, the AVPR will make his/her own independent recommendation to the Provost. Final determination to renew or sunset a Center/Institute rests with the Provost and/or President.

When a Center/Institute is sunsetted, ORGS shall notify the Office of Academic and Student Affairs in the BOG office.

## VI. Administrative and Financial Oversight

Each center/institute must have day-to-day administrative and financial oversight provided by the Director as well as the department or school/college in which it was established. One of the major responsibilities of the Center/Institute Director and College Dean is oversight of the Center/Institute budget, which entails compensating the University for excessive expenditures of the Center/Institute.

## VII. Annual Reporting to BOG

Pursuant to BOG Regulation 10.015 Institutes and Centers (5) Institute and Center Reporting Requirements, each ~~Institute and/or Center~~ Center/Institute established at FGCU must submit an annual report to BOG online Institute and Center Reporting database ~~via a Web-based reporting system established through the BOG~~ no later than September 30 of each year. ~~The report will must include over the previous fiscal year (July 1 – June 30) activities, The report will be in compliance with Florida Board of Governors procedures.~~ actual and estimated expenditures, and position data for the fiscal year running from July 1 of the previous year to June 30 of the current year. Prior to submission to the Office of Academic and Student Affairs in the BOG office, all annual reporting information must be approved by the BOT of the host university or its designee. ~~the Office of Research and Sponsored Programs~~ ORGS will review reports submitted by the Center/Institute Directors and, once deemed to be in compliance with Florida ~~Board of Governors~~ BOG procedures, the completed annual reports will be submitted to the ~~Board of Governors~~ BOG online Institute and Center Reporting database. ~~utilizing the Web-based reporting system.~~

## VIII. Conclusion

All information pertaining to FGCU ~~Institutes and/or Centers~~ Centers/Institutes shall be maintained in ~~its the Office of Research and Sponsored Programs~~ ORGS ~~which the Office of Research and Sponsored Programs~~ shall be the primary contact for University faculty and staff in providing information, appropriate forms, and application procedures. ~~Please contact the Office of Research and Sponsored Programs for further information pertaining to this process.~~

**Application for the Establishment of a Center/Institute at FGCU**

**Name of the Center/Institute:**

**Host University Submitting the Application:**

**Proposed Implementation Date:**

**Proposed Center/Institute Director:**

**Department/Unit:**

**College/Division:**

**FGCU email:**

**FGCU Phone #:**

**Type of Center/Institute:**  Research  Service  Training  Multi-function

**Classification of Center/Institute:**

State Level *(reports to Provost/designee)*

University Level:  University Center/Institute *(reports to Provost/designee)*

College Center/Institute *(reports to College Dean)*

Center/Institute established by an agreement *(reports to Provost/designee)*

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**APPROVED BY**

\_\_\_\_\_  
Wilson G. Bradshaw, Ph.D., President Date

\_\_\_\_\_  
Ronald B. Toll, Ph.D., Provost & Vice President for Academic Affairs Date

\_\_\_\_\_  
Steve Magiera, Vice President for Administrative Services & Finance Date

\_\_\_\_\_  
T.C. Yih, Ph.D., Associate VP for Research & Dean of Graduate Studies Date

\_\_\_\_\_  
College Dean/Provost's Designee *(the Center/Institute Director reports to)* Date

**FGCU Center/Institute Review and Evaluation**

**Important Deadlines**

- September 15<sup>th</sup>** – Center/Institute Directors submit Annual Reports
- December 15<sup>th</sup>** – Faculty Senate Grants & Research Team (GRT) completes annual review and forwards recommendations to Associate Vice President for Research (AVPR)
- February 1<sup>st</sup>** – AVPR completes annual review and forwards recommendations to the Provost & Vice President for Academic Affairs (Provost)
- May 1<sup>st</sup>** – If needed, the Provost completes annual review and makes final determination
- June 1<sup>st</sup>** – AVPR notifies each Center/Institute Director the final result of the annual review

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**Report Period:** Fiscal Year 20\_\_\_\_ – 20\_\_\_\_

**Is this also for the 5-year review?**  No  Yes

**Center/Institute:**

**Director:**

**Department/Unit:**

**College/Division:**

**FGCU email:**

**FGCU phone #:**

**College Dean** (*refer to the FGCU Center/Institute Report*)

**Annual Review:**  Continue  Probation  Disestablish  
**5-year Review:**  Renew  Sunset

**Faculty Senate Grants & Research Team**

**Annual Review:** \_\_\_\_\_ Continue \_\_\_\_\_ Probation \_\_\_\_\_ Disestablish  
**5-year Review:** \_\_\_\_\_ Renew \_\_\_\_\_ Sunset

**GRT Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associate Vice President for Research**

**Annual Review:**  Continue  Probation  Disestablish  
**5-year Review:**  Renew  Sunset

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Provost & Vice President for Academic Affairs**

**Annual Review:**  Continue  Probation  Disestablish  
**5-year Review:**  Renew  Sunset

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_