STANDARD ADMINISTRATIVE PROCEDURE

11.02.99.M0.01 Centers and Institutes
Approved November 11, 2010
Next scheduled review: November 11, 2015

Standard Administrative Procedure Statement and Reason for Procedure

Fundamental to achieving the educational and research mission of Texas A&M University is the provision of an environment that promotes, nurtures and supports innovation, excellence and quality in education, research and service. Centers and institutes provide a conduit by which a critical mass of intellectual capability, disciplinary expertise, financial resources, and physical assets can be brought together to successfully accomplish the university's mission.

System Policy 11.02 establishes the criteria and requirements for the creation, review, modification and dissolution of centers and institutes. This procedure addresses the requirements, authorities and oversight responsibilities for the creation, review, modification and dissolution of Texas A&M University centers and institutes to assure compliance with system policy and the effective administration of center and institute activities. Additionally, this procedure addresses Texas A&M University centers and institutes that are jointly established and administered with other system members.

Definitions

Center - (a) smaller interdisciplinary collaborative effort revolving around a specific research or educational activity whose participants involve more than one academic department or unit; (b) administered by a director; (c) focused largely on externally supported research and/or educational activities broader than those interests of a given department or administrative unit.

Institute – (a) larger integrative units, housing intercollegiate or interagency activities; (b) administered by a director; (c) focused largely on externally supported research and/or educational activities much broader than those interests of a given department or administrative unit.

Joint Center or Institute – Center or institute established as an activity reporting to a unit of the university and at least one other system member as approved by the board of regents and subject to the rules of all system members to whom there is a reporting relationship.

NOTES:
For the purposes of this procedure, the following are not considered centers and institutes and are exempted from board approval: (1) programs, laboratories, faculties, and facilities, (2) lesser administrative, educational or research entities, usually residing within an academic department or unit, (3) administrative centers within the university (e.g. counseling, professional development, continuing...
education, computer centers, training centers, etc) or 4) departmental research or teaching centers serving as the focal point of narrow disciplinary activity. Nothing in this procedure precludes the university using the same or similar processes, procedures or guidelines on exempted activities as listed above.

Official Procedure/ Responsibilities/Process

1. Texas A&M University, subject to the recommendation by the president and the chancellor for approval by the board of regents, is authorized to establish centers and institutes. The formation of centers and institutes shall be discussed with the board in concept prior to full-scale development of a proposal except where the delay for such discussion would jeopardize grant and contract funding of the center or institute because of externally imposed deadlines. Consistent with system policy, agenda items for the approval of a center or institute shall disclose the rationale for creating the entity, its potential impact on the education and training of students, the current and projected sources of financial support, the governance and advisory structure, and the mechanisms for periodic review.

2. Major changes or modifications from the board-approved proposal in name, function, focus or funding sources shall require prior approval by the board of regents subject to the recommendation by the president to the chancellor.

3. All centers and institutes shall be reviewed at least every five years in accordance with guidelines developed by the Division of Research and Graduate Studies.

4. All agenda items and/or requests to the chancellor and/or the board of regents for discussion or approval of the establishment or modification of Texas A&M University centers and institutes, including joint centers and institutes, shall require the approval and recommendation of the president. Requests should be routed from the dean(s) or other responsible university official(s) through the vice president for research and graduate studies, the vice president for finance, the vice provost (non-research only), the provost and executive vice president, to the president of the university.

5. Requests to dissolve a center or institute shall require the approval and recommendation of the President. The president shall submit a request to the chancellor who will either approve or disapprove. Requests to dissolve a center or institute should be submitted from the dean(s) or other responsible university official(s), through the vice president for research and graduate studies, the vice president for finance, the vice provost (non-research only), the provost and executive vice president, to the president of the university.

6. Accountability for the effective management of each center or institute shall be vested with the director of the center or institute or other responsible administrative official as designated by the provost and executive vice president. Responsibilities for the periodic review and evaluation of the center or institute shall rest with the dean(s) or other responsible university official(s) to whom the center or institute reports.
7. The vice president for research and graduate studies shall serve as the responsible administrative official with oversight and monitoring responsibilities for the university-wide administration of centers and institutes. The vice president for research and graduate studies shall establish general guidelines for the monitoring of university centers and institutes to assist colleges and other administrative units in the effective review and evaluation of center and institute activities.

8. Nothing in this procedure shall prohibit the dean(s) or other responsible university official(s) from adding additional guidelines and/or requirements for the successful management and administration of centers and institutes within their respective units.

Related Statutes, Policies, or Requirements

System Policy 11.02 Creation of Centers and Institutes

The Division of Research and Graduate Studies Guidelines for the Creation, Management, Evaluation, Modification and Dissolution of Texas A&M University Centers and Institutes

Contact Office

Division of Research and Graduate Studies