

## STANDARD ADMINISTRATIVE PROCEDURE

### 11.02.99.M0.01 Centers and Institutes

*Approved November 11, 2010*

*Revised June 27, 2016*

*Revised July 30, 2021*

*Revised February 1, 2024*

*Next scheduled review: February 1, 2029*

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#### Standard Administrative Procedure Statement

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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 of quality education, research, and service.

System Policy 11.02 and 11.02.01 establishes criteria and requirements for the creation, review, modification, dissolution, review and management of centers and institutes. This procedure addresses the requirements, authorities and oversight responsibilities for the creation, review, modification, dissolution, review and management of Texas A&M University centers and institutes to assure compliance with system policy and effective administration of centers and institutes. Additionally, this procedure addresses Texas A&M University centers and institutes that are jointly established and administered with other system members.

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#### Definitions

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Center - Refer to definition in System Policy 11.02.

Institute – Refer to definition in System Policy 11.02.

Joint Center or Institute – Center or institute jointly established and administered by 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.

#### NOTE:

For exceptions to the above definitions refer to System Policy 11.02.

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## **Official Procedure/ Responsibilities/Process**

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### **Establishing and Modifying Center and Institutes**

1. Texas A&M University, subject to the recommendation by the president and the chancellor for approval by the board of regents (board), is authorized to establish centers and institutes under Policy 11.02.
2. Centers and institutes have specific missions to further interdisciplinary or interagency research and/or educational activities. Consistent with system policy, agenda items for the approval of a center or institute shall include a detailed proposal that presents 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.
3. All agenda items and/or requests to the chancellor and/or the board for discussion or approval of the establishment or major modifications of centers and institutes, including joint centers and institutes require prior approval by the president and chancellor and subsequent approval by the board. Requests should be routed from the dean(s) or other responsible official(s) through the vice president for research, to the president. See the vice president for research centers and institutes handbook for deadlines and guidelines on how to prepare a Board of Regents centers and institutes proposal and the appropriate mechanism to modify a center and institute.
4. Requests to dissolve a center or institute 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 official(s), through the vice president for research, to the president. See item 7 for the role of the periodic review process in making a determination to dissolve a center or institute.

### **External Advisory Boards**

5. If a center or institute's board-approved advisory structure includes an external advisory board, members of the external advisory board require approval of the president prior to invitation of the individual to participate. Requests should be initiated by the center or institute director through the responsible administrative unit head (usually the dean), the vice president for research, to the president. Requests must include the names and affiliations of those new members submitted for approval. The president may decline a proposed external advisory member. The vice president for research will maintain a database of all external advisory board members.

### **Management and Review of Centers and Institutes**

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 official to whom the center or institute reports.
7. **Periodic Reviews:** Responsibilities for the periodic review and evaluation of centers or institutes shall rest with the dean(s) or other responsible university official(s) to whom the center or institute reports. Periodic reviews must occur at least every five years or more frequently if stipulated in center and institute formation document or by the responsible oversight unit policies. The vice president for research through the responsible administrative official of the college, school or division will initiate the review by requesting that the center or institute director provide a report on the center or institute's operations during the review period (governance and oversight, fiscal operations and budget, funding sources, and research and/or educational activities). The responsible administrative official will establish a review committee, which may include individuals internal and external to Texas A&M University, to review the director's report, evaluate the performance of the center or institute, and submit a report to the responsible official documenting the committee's evaluation and recommendations as to the continuation, revision, or dissolution of the center or institute. The responsible administrative official will provide a written report to the vice president for research summarizing the review and making a recommendation(s) as to the continuation, revision, or dissolution of the center or institute. The vice president for research or their designee will provide a written decision to the responsible administrative official on their recommendation(s) who will then inform the center institute or director. Subsequent ongoing monitoring and periodic reviews will also evaluate, to the extent necessary, the center or institute's progress in implementing changes approved by vice president for research.
8. **Annual Reports:** The vice president for research is responsible for the ongoing monitoring, assessment, and for ensuring the financial soundness of the center or institute. Monitoring includes ensuring that the center or institute's operations are consistent with the board-approved proposal, including annual reports on the center or institute's operations (governance and oversight, fiscal operations and budget, funding sources, and research and/or educational activities). Center and institute directors shall initiate an annual report and forward to the appropriate oversight unit administrator or their designee to which the center and institute reports to, who will forward to the vice president for research. The responsible administrative official can develop annual report guidelines specific to the function of the center and institute and other annual report requirements (e.g. major funder requirements) provided they also address the requirements above. The responsible administrative official will annually evaluate the performance of the center and institute and its director to ensure the center and institutes serves as a productive incubator of multidisciplinary research and other scholarly works engaging faculty across Texas A&M departments and colleges at a minimum. The review will be used by the responsible administrative official and the vice president for research to ensure that the center and institute director and staff comply with all applicable laws, system policies and regulations, and member rules and procedures.

## Oversight of Centers and Institutes

9. The vice president for research shall serve as the responsible administrative official with oversight and monitoring responsibilities for the university-wide administration of centers and institutes and is responsible for establishing guidelines and timelines for the ongoing monitoring and periodic review of center and institutes in accordance with sections 7 and 8 (above) of this standard administrative procedure.
10. The vice president for research is responsible for submitting the periodic reviews of centers and institutes to the A&M System Office of Academic Affairs and System Office of Research using the designated portal.
11. 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. Additional guidelines and/or requirements shall be approved by the vice president for research to ensure that they follow system rules and university standard operation procedures.
12. This SAP includes Texas A&M University centers and institutes that are jointly established and administered with other system members. In such cases annual reports and reviews will be reported to the vice president for research at Texas A&M University, and the appropriate designee of the other system member. The vice president for research will also work with the appropriate designee of the other system member of the jointly administered center and institute to initiate reviews and jointly report back decisions and outcomes of the review process.

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## **Related Statutes, Policies, or Requirements**

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[System Policy 11.02 Creation of Centers and Institutes](#)

[System Policy 11.02.01 \*Management and Evaluation of Centers and Institutes\*](#)

[The Division of Research Guidelines for the Creation, Management, Evaluation, Modification and Dissolution of Texas A&M University Centers and Institutes](#)

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## **Appendix**

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Periodic Assessment – Best Practices Texas A&M University

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## Contact Office

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Division of Research  
979-845-8585