



STANDARD ADMINISTRATIVE PROCEDURE

11.02.99.M0.01 Centers and Institutes

Approved November 11, 2010

Revised June 27, 2016

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Next scheduled review: July 30, 2026

Standard Administrative Procedure Statement

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 establishes 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 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.

Definitions

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.

Official Procedure/ Responsibilities/Process

1. Texas A&M University, subject to the recommendation by the president and the chancellor and approval by the board of regents (board), is authorized to establish centers and institutes. 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 modifications from the board-approved proposal in function, focus or funding sources shall require prior approval by the president and chancellor and subsequent approval by the board.
3. If a center or institute's board-approved advisory structure includes an external advisory board, the center or institute is authorized to appoint members to the advisory board subject to prior notification of the proposed appointment to the board through the president and chancellor, according to System Policy 11.02. Requests should be initiated by the center or institute director through the vice president for research, the provost and executive vice president and the president to the chancellor. Requests must include the names and affiliations of those new members submitted for approval. The board may decline a proposed external advisory board member. If the board does not take action within 120 days of notification, the appointment is deemed ratified.
4. All centers and institutes shall be reviewed at least every five years in accordance with System Policy 11.02 and guidelines developed by the Division of Research.
5. All agenda items and/or requests to the chancellor and/or the board for discussion or approval of the establishment or modification of Texas A&M University centers and institutes, including joint centers and institutes, require the approval and recommendation of the president. Requests should be routed from the dean(s) or other responsible official(s) through the vice president for research, the provost and executive vice president, to the president.
6. 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, the provost and executive vice president, to the president.
7. 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. 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.
8. 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. The vice president for research shall establish general guidelines for the evaluation of university centers and institutes.

9. 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 Guidelines for the Creation, Management, Evaluation, Modification and Dissolution of Texas A&M University Centers and Institutes](#)

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