

**WMU Faculty Senate  
Centers and Institutes Committee  
Charges for 2024-25**

Janet Hahn will serve as the Faculty Senate Executive Board representative on Centers and Institutes Committee

In addition to its specific responsibilities listed in the Centers and Institutes Committee's role statement, the Faculty Senate Executive Board charges the C&IC to consider, as a committee of the whole or through the appropriate committee or task force, the following:

1. Develop procedures to support the process to create a center or institute.
2. Develop criteria and process for submission of annual status report for each center and institute.
3. Communication procedures for creating a center or institute and the annual status reports with the Faculty Senate, the Provost and Vice President for Academic Affairs, the Vice President for Research and Innovation, and the Vice President for Marketing and Strategic Communication.
4. Annually collect status information of center and institutes. Produce a report for the Provost and Vice President for Academic Affairs, the Vice President for Research and Innovation, and the Vice President for Marketing and Strategic Communications.
5. Review the scope and description of the committee's role statement and assess the effectiveness of the committee's practices.
6. At the annual April CIC meeting, the committee members must review the draft year-end report, to be submitted to the Faculty Senate office, by the committee chair no later than June 30.
7. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board, members of the committee, faculty, and/or academic administrators. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.

**NOTE:** The C&IC will seek information from any administrative office to maintain communications with that office on issues directly related to them. Committee recommendations are to be submitted to the Executive Board in the form of a memorandum of action (MOA) on which the recommendation(s) is/are stated. Any draft MOAs requested by the Executive Board should be submitted using the MOA template.

***The C&IC chairperson shall provide a written report of the committee's accomplishments and progress for the year; list the above charges noting each item's progress and current status; any other activities undertaken; and draft charges for the 2025-26 academic year, no later than June 30, 2025.***