

WMU Faculty Senate
Centers and Institutes Committee (CIC) Charges

Andre Venter will serve as the Faculty Senate Executive Board representative/liaison.

In addition to its specific responsibilities listed in the Centers and Institutes Committee's role statement and the work of standing committees if such exist, the Faculty Senate Executive Board charges the CIC to consider, as a committee of the whole or through the appropriate committee or task force, the following:

2026-27 Charges

1. Implement procedures of facilitating the process for creating centers and institutes and for collecting basic information required to produce the annual status report of as defined in [Memorandum of Action-24/06](#) as it relates to centers and institutes with activities related to teaching and/or discovery, excluding those centers and institutes with service-oriented missions.
2. Develop and communicate procedures for creating a center or institute. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
3. Collect information to complete the first annual status report on centers and institutes. Produce a comprehensive report for the Executive Board, Provost and Vice President for Academic Affairs, Vice President for Research and Innovation, and Vice President for Marketing and Strategic Communications.
4. Review the scope and description of the committee's role statement and assess the effectiveness of the committee's practices.
5. At the annual April 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 May 30.
6. 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 CIC will seek information from any administrative office to maintain communications with that office on issues directly related to it. 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. Draft MOAs should be submitted using the [MOA](#) template.

Approved by the Faculty Senate Executive Board on Aug. 14 2026.

REPORTING: The CIC 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 2027-28 academic year, no later than May 30, 2027. Reports should be submitted using the [Year-End Report](#) template.