

Official Memorandum of Action
MOA-14/03, 2014 Revised Policy on Centers and Institutes

Name of Committee:
Ad Hoc Committee on Centers and Institutes

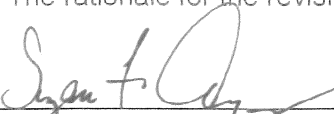
Date of Meeting
June 13, 2014

RECOMMENDATION:

Implementation Date
Upon Approval of
Administration

The Faculty Senate's Ad Hoc Committee on Centers and Institutes recommends the policy revisions submitted in MOA-14/03. If approved by the administration, the policies in MOA-14/03, 2014 Revised Policy on Centers and Institutes will replace the 2007 MOA-07/03, Policy on Centers and Institutes at Western Michigan University.

The rationale for the revisions and the revised policy are attached.


Suzan Ayers, Committee Chair
Ad Hoc Committee on Centers
and Institutes

Date June 27, 2014

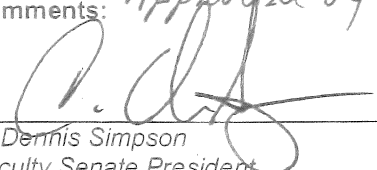
☒ Approve

☐ Disapprove

☐ Return to committee

Comments:

Approved by the Faculty Senate Executive Board on June 27, 2014


C. Dennis Simpson
Faculty Senate President

Date

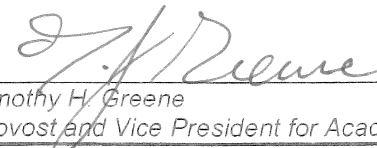
8-7-14

☒ Approve

☐ Disapprove

☐ Other action

Comments:


Timothy H. Greene
Provost and Vice President for Academic Affairs

Date

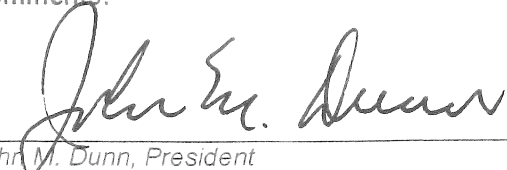
10/7/14

☒ Approve

☐ Disapprove

☐ Other action

Comments:


John M. Dunn, President
Western Michigan University

Date

10/08/2014

Official Memorandum of Action
MOA-14/03, 2014 Revised Policy on Centers and Institutes

Rationale for revisions:

The current University policy on centers and institutes was approved in 2007, MOA-07/03, Policy on Centers and Institutes at Western Michigan University.

This year, the Faculty Senate Executive Board formed an ad hoc committee that was charged to review the policy. After its review, the committee determined additional clarifications and improvements were needed in the policy. The committee's recommended revisions to the policy serve to:

- improve use of policy language throughout
- clarify the proposal process per current practices
- clarify definitions of center types and institutes
- correct academic course offerings via centers and/or institutes
- add diagrams to reflect proposal and reporting procedures/steps/alignment
- clarify Facilities & Administrative (F&A) cost returns for all centers and/or institutes
- streamline the review process
- include the Faculty Senate in the review process through creation of the Faculty Senate's Committee on Centers and Institutes

Western Michigan University

2014 Revised Policy on Centers and Institutes

Revised May 30, 2014

This policy revision was developed by the Faculty Senate's Ad Hoc Committee on Centers and Institutes at Western Michigan University in consultation with the WMU Provost's Office and the Senate's Research Policies Council.

Committee Members:

- Suzan Ayers, Professor, Human Performance & Health Education (Committee Chair)
- Osama Abudayyeh, Chair, Civil and Construction Engineering
- Jody Brylinsky, Associate Provost for Institutional Effectiveness
- Daniel Litynski, Vice President for Research
- Stephen Magura, Director, Evaluation Center
- James Murray, Director, Medieval Institute
- David Reinhold, Associate Provost for Assessment and Undergraduate Studies
- Susan Stapleton, Dean, Graduate College

2014 Revised Policy on Centers and Institutes

Main Topics:

- I. Definitions and Types of Centers and Institutes
- II. Proposals for New Centers and Institutes
- III. Reporting and Reviews of Centers and Institutes
- IV. Termination of Centers and Institutes

Reporting and Reviews of Centers and Institutes

I. Definitions and Types of Centers and Institutes

Scope of this policy: This policy applies to centers and institutes with activities related to teaching and discovery. Centers and institutes that have distinctly service missions also require approval at appropriate administrative levels, but they are not covered by this policy.

Center: *A unit formed for purposes of linkage and visibility, focused on a theme, issues or set of skills. A Center will frequently be interdisciplinary in nature. A Center does not offer degree programs but may, on rare occasions, offer a course or courses.* [Official WMU definition approved by the WMU Board of Trustees, 9/18/98]. Such courses must be offered in conjunction with an academic unit authorized to offer courses.

Centers as categorized below may deal with problems and issues of concern to, and involve faculty and staff with scholarship related to a particular academic or discovery theme, and may involve individuals who come from within a department or multiple departments, schools or colleges. The Center's functions may include: sponsoring, coordinating, and promoting discovery and learning opportunities for faculty, staff and students (undergraduate and graduate); creating a forum for discussion and innovation; and forming a locus of support for grants and projects. A Center may require modest support from the academic unit or college, Office of the Vice President for Research, or the Provost's Office, but is expected to generate operating funds from gifts, endowments, grants, contracts and/or participant fees. The term "Center" is also often used by grants and these Centers are defined separately.

Centers may fall under one of the following categories:

University Center: A University Center is concerned with subject matter of sufficient breadth to involve disciplines from two or more colleges. Administration and reporting functions of a University Center may be assigned to an individual college or another administrative office (See Appendix A), such as an Institute. Centers that expect to have general fund budgets or which expect to benefit routinely from allocation of Facilities and Administrative (F&A) cost

recoveries must have approval of the WMU Board of Trustees. To obtain Board approval, a Center must be approved according to the Centers and Institutes Process for Organizational Changes Phase I: Proposal/Review (Appendix A), as established at the University.

College Center: A College Center is concerned with subject matter confined primarily to disciplines organized within a single college. Administration and reporting functions of a College Center are assigned to that individual college (See Appendix A). The F&A return will be distributed to the college and departments based on University policy.

Departmental Center: A Departmental Center is concerned with subject matter confined primarily to a single discipline or academic specialty represented by an academic department and thus reports to the department chair. The F&A return will be distributed to the departments based on University policy.

Grant Centers: Many types of grants call for the establishment of Centers as part of the request for proposal or to designate a collaborative effort. As part of the submission process departments and deans by signing the Project Approval Form agree to the establishment of the Grant Center. If there are multiple colleges involved each dean must agree. If the grant-related Center is intended to exist beyond the life of the grant it needs to be authorized as a University, College or Departmental Center, otherwise the Grant Center ends with the end of the grant. The F&A return will be distributed to the college and departments based on University policy unless negotiated differently at the time of the Center's inception.

Provisional status for grant-seeking Centers: All grant-funded Centers established to meet application requirements for external funding must provide evidence of grant award to achieve Grant Center status. If such evidence is not provided, the Grant Center status for said application will be revoked.

Institute:

A unit similar in nature to a Center, as defined above, but which is degree-granting. Typically an Institute will be interdisciplinary. Course work for a degree offered through an Institute may include some offered by the Institute itself but will be primarily comprised of courses in various disciplines/departments already in existence. [Official WMU definition approved by the Board of Trustees, 9/18/98; amended as underlined.]. *Courses not included in an Institute's degree program must be offered in conjunction with an academic unit authorized to offer courses.*

An Institute supports a broad spectrum of service, discovery and learning opportunities for faculty, staff and students (undergraduate and graduate). Its functions are also broad and may include special services to the University and greater community itself. An Institute may serve as an administrative office for University Centers and Grant Centers. Normally, Institutes deal with problems and issues of concern to, and involve faculty and staff from, two or more disciplines, and are not necessarily bound to a particular specialty area. An Institute typically requires a substantial financial investment by the college or University, but over time is expected to generate substantial support from grants, contracts, and/or participant fees.

Any externally-funded “Institute” that operates under the guidelines of “Centers” must justify the use of the title “Institute” during the proposal process.

II. Proposals for New Centers and Institute:

University Centers and Institutes

Individuals interested in establishing a University Center or Institute will submit a concept of the proposed Center or Institute, with the support of department faculty and approval of the chair or director, to her/his dean. If the dean approves the concept it will be forwarded to the Provost’s Council then to the Faculty Senate Executive Board or its designated body. Upon approval at each of these levels, the proposal will be advanced to the Provost’s Office and the Office of the Vice President for Research who then forward the proposal to the University President before final approval by the Board of Trustees. Curriculum proposals to establish new courses offered through an Institute must follow existing curriculum processes. The initial steps for this process include:

- 1) Institute Director signs as “Chair/Director”
- 2) Chair of Undergraduate Studies Council or Graduate Studies Council (as appropriate) sign as “College Curriculum Committee,” and
- 3) Deans with faculty scheduled to teach in the course/program sign as “Dean.”

Appendix A represents the Centers and Institutes Process for Organizational Changes Phase I: Proposal/Review.

College and Department Centers

Individuals interested in establishing a College or Department Center shall follow the same process noted for University Centers and Institutes, with final approval being provided by the Provost (see App. A).

Grant Centers

The Project Approval Form process is implemented for the establishment of Grant Centers (<http://www.wmich.edu/research/forms/proposalforms.html>).

Each Center or Institute must demonstrate a clear need for some number of faculty members to work together in a single administrative structure that allows them to carry out a discovery or teaching program more effectively than they would be able to do working individually or in informal partnerships.

Regular faculty associated with a Center or Institute will retain all rights and privileges of their home department. All salary, promotion, and tenure considerations will be made by their home department and college within the regular review and evaluation process. Center or Institute directors shall submit a review of the faculty members' productivity relative to the activities of the Center or Institute. The respective home department shall take such reviews into consideration for personnel decisions, following the procedures delineated in sections 17.6.4 and 18.6.4 in the Western/WMU-AAUP Agreement for joint appointments.

All Centers and Institutes will be reviewed periodically [see Section III, Reporting and Reviews of Centers and Institutes].

III. Reporting and Reviews of Centers and Institutes

The Faculty Senate Executive Board, or its designee, will facilitate the review of all Centers and Institutes, make planning recommendations after annual and periodic reviews, but will not make any final determinations relative to Centers' and Institutes' existence. Such an advisory and planning committee will be comprised of representatives from Centers and Institutes across campus, the Office of the Vice President for Research, and the Faculty Senate.

Annual Report and Review

1. Directors of Departmental, College and University Centers and Institutes must provide annual reports to the appropriate administrative office.
2. The annual report, to the administrator to whom the director reports must include, but is not limited to, items established by the Faculty Senate Executive Board or its designee. Other required items may be established by the Provost and/or the Vice President for Research.
3. Following the submission of the annual report, the director meets with the appropriate administrator to discuss any changes in the mission, goals or objectives of the Center or Institute and shares plans for addressing problems and concerns including long-range financial viability as outlined in the planning phase of the Centers and Institutes Process for Organizational Changes Phase II: Planning (see Appendix B).

Periodic Program Review

1. All Centers and Institutes will be reviewed for renewal at least once every five years by the appropriate reporting administrator. Directors of Centers and Institutes will also be reviewed at the same time by the reporting administrator with input from the Center and Institute faculty and staff. Reviews will be due by the end of every fifth year following approval. The review structure will be determined by agreement between the reporting administrator and the director of the Center or Institute.
2. The review must include but is not limited to, items established by the Faculty Senate Executive Board or its designee. Other required items may be established by the Provost and/or the Vice President for Research.
3. The program review may, at the discretion of the reporting administrator, require an external evaluation.
4. Failure to submit a program review will result in the termination of the Center or Institute.

IV. Termination of Centers and Institutes

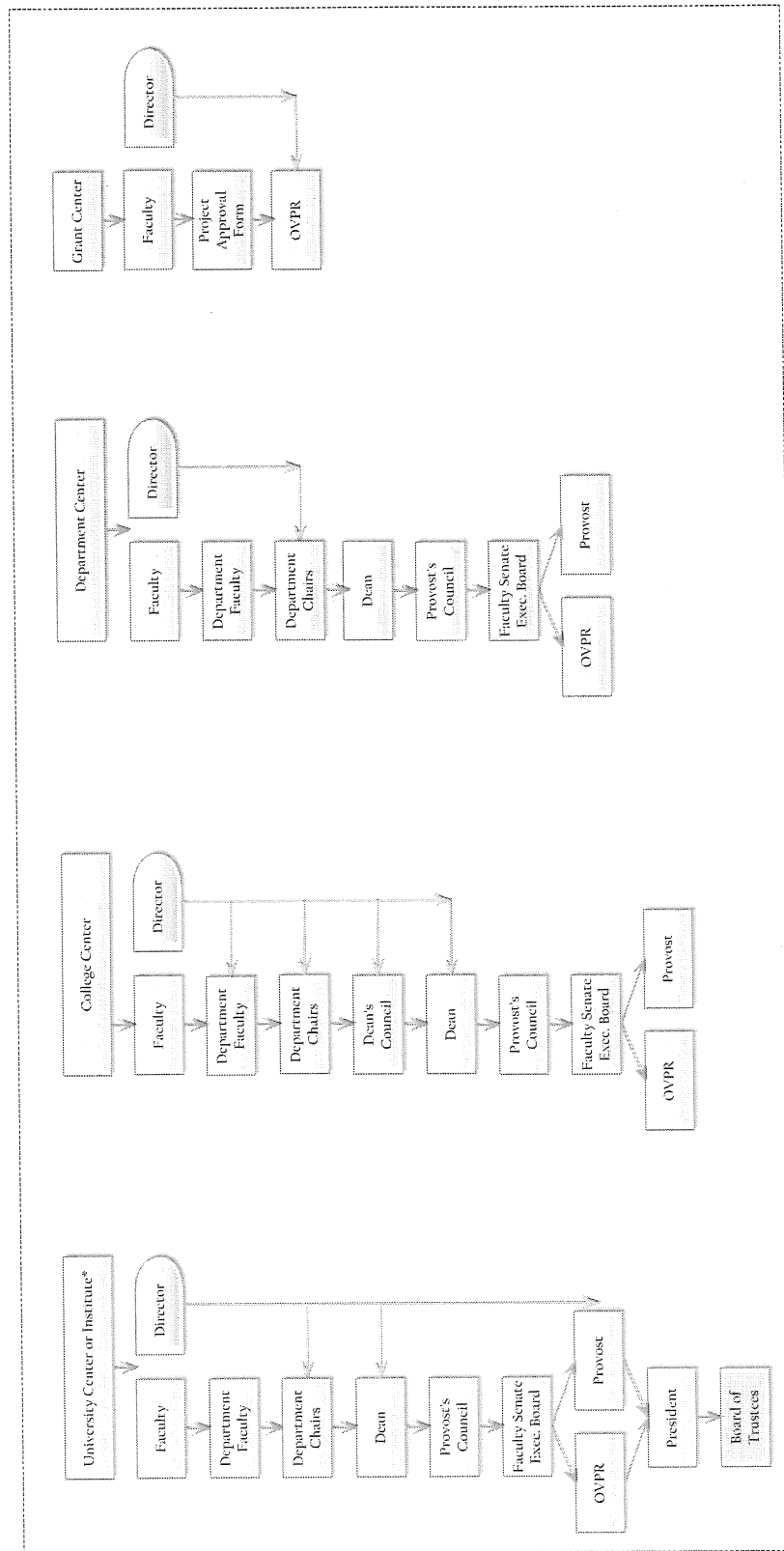
The Faculty Senate Executive Board, or its designee, will develop an annual report that will be forwarded to the Associate Provost for Institutional Effectiveness, the Associate Provost for Assessment and Undergraduate Studies, and the Office of the Vice President for Research categorizing the status of WMU Centers and Institutes based on annual and periodic reports.

Recommendations for termination of Centers and Institutes must be made by the reporting administrator to the Provost and, if a Board-approved Center or Institute, to the Board of Trustees.

Appendix A

Centers and Institutes
Process for Organizational Changes
Phase I: Proposal/Review

Centers and Institutes
Process for Organizational Changes
Phase I: Proposal/Review



* All curriculum proposals originating in an institute must go through the established curriculum process.

Note: Yellow boxes and arrows indicate lines of review.

Appendix B

Centers and Institutes Process for Organizational Changes Phase II: Planning

Centers and Institutes
Process for Organizational Changes
Phase II: Planning

