

Division of Research

Guidelines for the Creation, Management, Evaluation, Modification and Dissolution of Texas A&M University Centers and Institutes

The vice president for research serves as the institutional official with oversight and monitoring responsibilities for university-wide administration of centers and institutes. The following provides general guidelines for the effective creation, management, evaluation, modification and dissolution of university centers and institutes.

I. CREATION OF CENTERS AND INSTITUTES

- A. The creation of centers and institutes as defined in System Policy 11.02 and TAMU Rule 11.02.99.M0.01 requires prior approval by the board of regents.
- B. Proposals for the creation of centers and institutes involving TAMU originate at the department or college level in a format prescribed by the chancellor. Information on the format as well as sample proposals can be found at the System URL: <http://www.tamus.edu/academic/approval-process/centers-and-institutes/approval-of-a-center-or-institute/>. Prospective center or institute proposal writers are strongly encouraged to visit this website and follow the proposal format described there.
- C. Center and institute creation proposals should be brought to one of the Council of Deans meetings by the dean(s) of the originating college(s) for discussion. This is not intended to result in an up or down vote on the creation of the center or institute, but rather it is meant to inform and help avoid gross oversights.
- D. Following discussion at the Council of Deans, the proposal with appropriate cover memo should be routed from the dean(s) through the vice president for research, the vice provost (non-research only), the provost and executive vice president to the president of the university. For presentation of the proposal at a specific board of regents meeting, the proposal must be submitted to the provost by a deadline determined and publicized by the office of the provost and executive vice president.
- E. The provost and executive vice president will prepare the agenda item to present the proposal to the board of regents and will submit it with the proposal to the president for approval and further recommendation to the chancellor and the board of regents.

II. MANAGEMENT OF CENTERS AND INSTITUTES

- A. Accountability for each center or institute rests with the director or other responsible administrative official as designated by the provost and executive vice president.
- B. The director is responsible for the day-to-day management of the center or institute as outlined in the board-approved proposal for the creation or modification of the center or institute.
- C. The director of the center or institute shall report to the departmental chair, academic dean or other administrative official and may be appointed for a specific period of time.
- D. Supervising department heads may request and should receive reports from directors regarding a faculty members' contributions to a center's or institute's work.

III. REVIEW AND EVALUATION OF CENTERS AND INSTITUTES

- A. The Division of Research will maintain a database for the monitoring of centers and institutes and ensure its effective implementation. Working with the Division of Research, the deans (or agency heads) should have primary responsibility for keeping information in the database current.
- B. The dean(s) or other responsible university official(s) shall assure that periodic reviews of centers or institutes are conducted and completed in accordance with an approved schedule of required reviews.
- C. The vice president for research's single most important guideline in the evaluation of centers or institutes is whether they serve as productive incubators of multidisciplinary research and other scholarly works, engaging faculty broadly across departments and colleges. College(s) and other responsible university office(s) shall establish review criteria that adhere to the above stated guideline and assure centers and institutes are managed effectively. Additionally, review and evaluation should be conducted to determine if the activity, under its current leadership, organizational structure and funding level, is making sufficient progress to the center or institute's goals and objectives and if activities remain aligned with the university's goals and priorities.
- D. Reviews of centers and institutes will be conducted at least once every 5 years, in accordance with a schedule developed by the college(s) and agreed upon by the Division of Research. Postponements of a scheduled review shall be approved by the vice president for research and the provost and executive vice president.
- E. The dean(s) or other responsible university official(s) shall submit a copy of the review to the Division of Research with a statement that the review has been conducted and the date on which the review was completed. A specific outcome of the review should be a determination on whether the center or institute should remain or be dissolved.
- F. The Division of Research shall review the reports and may provide comments and/or recommendations as to improvements or other further actions that may be indicated, including personnel actions, modifications of the center's or institute's mission or programs, or dissolution of the center or institute. The provost and executive vice president shall approve or modify the recommendations and convey his or her decision to the appropriate deans or other responsible university officials.
- G. The dean(s) or other responsible university official(s) shall provide copies of comments and/or recommendations to the center or institute director and provide any other guidance or directions to the center or institute director resulting from the review, comments and/or recommendations.
- H. As prescribed in System Policy 11.02, the Division of Research shall forward periodic reviews to the vice chancellor for academic affairs.
- I. The vice president for research shall maintain records as to review schedules and completion to insure that centers and institutes have been reviewed and evaluated at least once within the approved required review period.
- J. College(s) or responsible university office(s) may conduct additional and/or special reviews or require additional reports as deemed necessary and/or beneficial.

IV. MODIFICATIONS TO BOARD-APPROVED PROPOSALS

- A. Major changes from the board-approved proposal that led to the establishment of the center or institute shall require approval of the chancellor.
- B. All requests to the chancellor for modification of board approved proposals for centers and institutes shall require the approval and recommendation of the

president. Requests shall be forwarded by the dean(s) or responsible university official(s) through the vice president for research, the vice provost (non-research only), the provost and executive vice president to the president of the university.

- C. Changes to the board-approved proposal that require approval of the board of regents include major changes in reporting structure between the university and the agencies, function, focus and funding source.

V. **DISSOLUTION OF CENTERS OR INSTITUTES**

- A. In the event that the responsible administrative dean or administrative unit official proposes to dissolve a center or institute, a request should be submitted from the dean(s) or responsible university official(s) through the vice president for research, the vice provost (non-research only), the provost and executive vice president, to the president of the university.
- B. If approved by the president, the president shall then submit the request to dissolve a center or institute to the chancellor.

VI. **JOINT CENTERS OR INSTITUTES**

- A. In cases where a university center or institute has also been approved as a center or institute of at least one other system member, the same university procedures described in Section I, Creation of Centers and Institutes, shall be required as those required for university centers or institutes only.
- B. Joint university centers or institutes will require the approval of the president of the university as well as the chief executive officers of the other system members responsible for the center or institute.
- C. While respecting each system member's authority and responsibility in the oversight of the center or institute, efforts will be made to streamline approval and review processes to maximize the productivity of the director in the effective management of the center or institute.
- D. Review and evaluation processes of joint centers and institutes will normally be addressed in the full proposal as submitted through each system member's approval and recommendation processes to the board of regents.