The following guidelines relate to the creation or discontinuance of program centers:

Process for Approval of a Program Center or Institute

Program centers or institutes are established on the foundation of an ongoing initiative, grant or project that has generated or has the potential to generate external funding, is ready for expansion, and for which there is evidence that a dedicated center or institute can be self-sustaining. Program centers or institutes are approved through an application process that involves faculty and/or staff working with their supervisory administrator to create a proposal which must be submitted for approval to the president by the appropriate supervisory vice president. The sole discretion to approve the establishment of a center is made at the discretion of the University President or designee.

Elements of the Proposal

All proposals to create a program center or institute must contain the following:

Clearly defined mission and goals that relate to the uplan and any relevant division or college strategic plan:

A statement of purpose that clearly defines the rationale for initiating a center, with target audiences and previous funding streams identified;

A clearly defined plan of activities for the succeeding five years;

A leadership structure that includes multiple individuals from the university community;

A detailed plan to create an advisory group for the c 0 62 2 reW*nB/F 12 Tf1 0 0 1 113.55 30