
CENTERS AND INSTITUTES

PURPOSE: To establish policies and procedures for the establishment and administration of centers and institutes.

I. INTRODUCTION

Because of the complexity and interdisciplinary nature of many instructional, research, and outreach programs, it will be the policy of Boise State University to allow establishment of centers and institutes to facilitate the management and development of such programs.

II. DEFINITIONS

An *institute* is generally a large program involving more than one college.
A *center* is usually a relatively small program in a single college.

III. REQUIREMENTS FOR CENTERS AND INSTITUTES

- A. A center or institute must be consistent with the role and mission statement and strategic plan of the university.
- B. A center or institute should represent a well-defined area of instruction, research, or outreach, and commonly involves faculty from more than one discipline, department, or college.
- C. The university must have existing strengths and resources appropriate to a center or institute including a critical mass of faculty and a demonstrated commitment on the part of the involved faculty and administration to actively participate in the center or institute.
- D. A center or institute must enhance an instructional, research, or outreach program in the associated college(s) and provide more effective administration of the program.
- E. A center or institute must provide the associated program with greater visibility and increased potential for extramural funding.

IV. PROCEDURE FOR ESTABLISHING CENTERS AND INSTITUTES

- A. After detailed review and consultation with appropriate faculty and administrators, the provost (academic programs) and the vice president for research (research programs) may separately or jointly recommend to the president of the university the establishment of a center or institute.
- B. Any recommendation to the president to establish a center or an institute should be accompanied by a State Board of Education notice of intent and a detailed description of the administrative structure of the center or institute.
- C. When, in the opinion of the president, a program of instruction, research, or outreach fulfills the stipulations set forth in this policy, the president may request the authorization of the center or institute by the State Board of Education. It will be the president's responsibility to report to the State Board of Education on the establishment of centers and institutes as required.

V. ADMINISTRATION OF CENTERS AND INSTITUTES

- A. Each center or institute will have a director who is responsible for the day-to-day administration of the program. Such arrangements may vary from a part-time director who receives release time from other university responsibilities to a full-time director whose primary responsibility is the administration of the center or institute.
- B. While all centers and institutes will ultimately be the responsibility of either the provost (academic programs) or the vice president for research (research programs), it is essential that the appropriate academic deans be directly involved in the administration of centers and institutes. This involvement is important because all such programs will have an impact on resource allocations in colleges and will require special attention to the appointment and evaluation of participating faculty.
- C. All centers and institutes involving more than one college shall have an administrative board that includes the deans from the participating colleges as well as appropriate department heads and faculty members. The director of the center or institute will report to this administrative board which will report to the provost (academic programs) or vice president for research (research programs). The director of a center in a single college will report to the dean of that college who will report to the provost (academic programs) or vice president for research (research programs).
- D. The provost and vice president for research will work in conjunction with a Center and Institute Advisory Board (CIAB) which will consist of the deans of the colleges and the provost and the vice president for research. The CIAB will develop policies for centers and institutes and coordinate development.
- E. All centers and institutes should undergo external review at least every five years to assess quality and effectiveness of programs. The review should be done by an external review committee recommended by the deans of the involved colleges and finalized by the provost (academic programs) or vice president for research (research programs).