

FAYETTEVILLE STATE UNIVERSITY

CENTERS AND INSTITUTES

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	Academic Affairs
Applies to:	●Administrators ●Faculty ●Staff
History:	Approved – June 1, 2009 First Issued – June 3, 2009
Related Policies:	<i>Regulations for Planning, Establishing, and Reviewing Centers and Institutes in the University of North Carolina</i> [UNC Policy 400.5R]
Contact for Info:	Provost and Vice Chancellor for Academic Affairs (910) 672-1469

I. PURPOSE

A center or institute provides an organizational base for achieving Fayetteville State University's (FSU) mission through research, continuing education, service learning, or community outreach and engagement in an academic area or closely related area. A center or institute often provides a vehicle for interdisciplinary research involving faculty and students as well as collaboration among internal administrative units and the external community. Centers and institutes serve an especially important function in prompting economic, social, and cultural transformations of southeastern North Carolina and beyond. The objective of these regulations is to provide a uniform framework governing the establishment, review, and discontinuation of centers and institutes to ensure the effective and efficient use of resources.

II. ESTABLISHMENT OF A CENTER OR INSTITUTE

A request to establish a center or institute shall be made to the Provost and Vice Chancellor for Academic Affairs (Provost) by the Dean of the school/college in which the center proposed to be located. Requests to establish centers and institutes shall include the following:

- A rationale for the creation of the proposed center or institute;
- An explanation of the relationships of the proposed center/institute to the university's mission, strategic plan and organizational structure;

- A statement of the long-term goals and short-term objectives of the center/institute;
- An outline of a proposed budget with short- and long-term revenue sources and projected expenditures;
- A proposed organizational chart; and
- A description of the process by which the proposal for the center/institute was developed, and the names of the key contributors to the proposal.

Proposals approved by the Provost shall be submitted to the Chancellor for final approval.

III. DEACTIVATION OF A CENTER OR INSTITUTE

Requests to deactivate centers/institutes shall include a rationale, a detailed statement of the financial condition of the center/institute, and a plan for phasing out the activities of the center/institute. Deactivation requests shall be submitted to the Provost. Requests approved by the Provost shall be submitted to the Chancellor for final approval.

IV. REPORTS

No later than July 1st of each year, the Provost shall submit an annual report of each center/and institute to the Chancellor.

In addition, every five (5) years from its inception, a comprehensive review shall be conducted by the respective Dean of each center/institute. The results of that review shall be provided to the Provost and Chancellor.