



Policy Name	Center Establishment Policy
Policy Number	12000.026
Effective Date	January 15, 2022
Administrative Division	Division of Research and Economic Development
Unit	Division of Research and Economic Development
Revised Date	N/A/

1.0 Policy Statement

The establishment of research Centers and Institutes at Jackson State University supports the teaching, scholarly and research activity, as well as service missions of the University. The activities conducted by the Centers and Institutes help achieve our institutional goals through the strategic use of research discoveries and innovations that have an impact locally, regionally, nationally, and internationally.

2.0 Purpose

The purpose of this policy is to define, and educate University leadership, faculty and staff, on the criteria and formal review and approval process for the establishment of research Centers and Institutes at Jackson State University.

3.0 Definitions

Though the terms “Center” and “Institute” are used synonymously at some institutions, the following working definitions are used for establishing these guidelines:

Institutes. Institutes are smaller, interdisciplinary collaborative efforts, revolving around a specific scholarly, research or education activity, whose participants involve more than one academic department or unit. An institute is administered by a Director, reporting to a Dean and is focused largely on externally supported research and/or education activities in a well-defined field of interest.

Centers. Centers are large integrative units, housing collegiate, intercollegiate or interagency activities. A Director administers a Center and reports to a Dean, Associate Vice President or Vice President. The Center focuses primarily on externally supported, multi-disciplinary scholarly research and/or educational activities. The areas of focus are generally broader than the interests of a given department, discipline, or administrative unit.

Note: These definitions and guidelines do not apply to administrative centers, training centers, or departmental research and training programs. These centers and institutes will be established in accordance with IHL Board Policies and Bylaws Section 502: New Academic Programs and Units.

4.0 Additional Information

A College, School or Faculty’s process for the establishment and review of centers or institutes should incorporate the following elements:

1. The center or institute should have a clearly defined mission that supports the major strategic objectives and core academic and research mission of the college, school, and the university;

2. The mission and objectives of the Center or Institute must not duplicate those accomplished by an existing department or center, and the proposed new center or institute should be reviewed in context of other activities that are ongoing within the University to ensure that the University's overall effort in a given field of inquiry is strengthened;
3. Each center or institute should be directed by a senior faculty member, except in extraordinary circumstances;
4. Center or institute directors should ordinarily serve for a specified term, not to exceed five years, subject to renewal by the Dean, or, in the case of interfaculty centers, by the Provost;
5. The center or institute's viability must not depend on the work of a single faculty member;
6. Centers or institutes should be financially self-sustaining, or deemed worthy of core support or cost-sharing at the time they are established;
7. Funding for the establishment of centers or institutes should be designed with sufficient flexibility to accommodate shifting intellectual priorities or organizational arrangements over time;
8. All centers and institutes should be subjected to annual review, with meaningful participation from external partners/stakeholders.

Guidelines for Initial Approval

The case for the establishment of a center or institute should include, at a minimum, the following elements:

1. A strategic plan, encompassing academic, financial and operational components, with identifiable objectives covering the initial period of operation;
2. A funding plan adequate to meet the strategic objectives of the center or institute over the expected period of its operation;
3. Consideration of the mission and work of the proposed center in light of other work within the college, school, or the University in related fields;
4. Provision for annual review by the Dean, Provost, and Vice President for Research and Economic Development;
5. Provision for written annual progress reports, measuring the success of the center or institute in meeting its goals and objectives;
6. A leadership succession plan, outlining the continuance of the Center or Institute in absence of the original director and external funding sources.
7. External Advisory oversight by disciplinary experts and program management personnel.

Guidelines for Periodic Review

In addition to annual reviews, each center should undergo comprehensive reviews every 3-5 years (or on an ad hoc basis at the direction of the Dean, Provost or Vice President for Research and Economic Development when there is reason to be concerned), by a body consisting of independent experts from outside of the institution, with focus on the following:

1. A comprehensive evaluation of the Center or Institute, including the performance of its director, and an assessment of its intellectual and other contributions to the mission of its college, school, or the University;
2. An assessment of the breadth and intensity of senior faculty participation, to ensure that the viability of the center or institute is not dependent either intellectually or financially on a single individual;

3. An assessment of the financial and administrative soundness of the center;
4. An assessment, at the time of the review, of the ongoing relevance of the center or institute's work to the mission of the college, school, or the University;
5. A written report containing findings and recommendations for improvement or change, as appropriate.

Guidelines for Discontinuance

When it becomes clear that a center or institute should be discontinued, the Dean of the College or school, in consultation with the Provost and Vice President for Research and Economic Development, should move systematically to dissolve and discontinue the operations of the entity. Considerations should be given to financial stability, importance of the work to the goals and objectives of the college, school and University, and phasing out and materials transfer process based on contractual obligations.

Application of Policy to Existent Centers and Institutes

The necessity for regular review of centers or institutes applies to those units founded before the adoption of this policy. Such centers or institutes should work with the appropriate office (Dean, Provost, Vice President for Research and Economic Development) to develop a plan for review within one year of the date of this policy is adopted




5.0 Employee Adherence

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.

Certification of Policy Approval

This policy is hereby approved as the University official policy on the subject of Accounting for Federal Allowable Cost and should be used as the appropriate source of guidance and adherence of this subject. All previous policies on this subject are rescinded.

6.0 **CERTIFICATE OF APPROVAL / SIGNATURE**

Policy Name	Center Establishment Policy	
Policy Number	12000.026	
Administrative Division	Division of Research and Economic Development	
<u>Approved By:</u>	<u>Signature</u>	<u>Date</u>
President		
General Counsel		11/11/2022
VP/Provost		1/11/2022
Director		

7.0 **REVIEW AND REVISION HISTORY - Update Review/Revised as needed.**

<u>Example:</u>	
CREATED	January 15, 2022
REVISED	
REVIEWED	
REVIEWED	
REVISED	

