

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – xxxxx

Name of Council(s)/Committee(s):

Ad Hoc Centers and Institutes Committee

Approval Date:

15 April 2024

Implementation Date:

Upon Administrative Approval

RECOMMENDATION:

Bret J. Wagner

02-May-2024

Bret Wagner, Co-Chair, Ad Hoc Centers and Institutes Committee

Date

Approve Disapprove Other Action

Comments:

Amy Naugle


10-May-2024

Amy Naugle, WMU Faculty Senate President

Date

Approve Disapprove Other Action

Comments:


Julian Heilig (Jun 10, 2024 12:17 EDT)

10-Jun-2024

Julian Vasquez Heilig, Provost and Vice President for Academic Affairs

Date

Approve Disapprove Other Action

Comments:

Edward Montgomery

10-Jun-2024

Edward Montgomery, WMU President

Date

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 24/06

**Revision of the Policy on Centers and Institutes
(Supersedes MOA-14/03 and MOA-07/03)**

RECOMMENDATION

The Ad Hoc Centers and Institutes Committee in consultation with the Provost and Vice President for Academic Affairs office recommends revision of the Policy on Centers and Institutes as it pertains to Faculty Senate oversight.

RATIONALE/PURPOSE

This policy applies to all centers and institutes with activities primarily related to teaching and/or discovery. ~~Centers and institutes that have distinctly service missions also require approval at appropriate administrative levels, but they are not covered by this policy.~~ Centers and institutes with a primarily service-oriented mission are not covered by this policy. Centers and institutes are organizational structures that enhance collaboration between University units. This MOA defines the following:

- The process of creating a center or institute.
- The reporting requirements for centers and institutes.
- The requirements for center and institute web sites.
- The process for terminating a center or institute.

STAKEHOLDERS

Provost and Vice President for Academic Affairs
Office of Research and Innovation
Faculty Senate Centers and Institutes Standing Committee

The Faculty Senate Centers and Institutes standing committee is responsible for facilitating the process for creating centers and institutes. The committee is also responsible for collecting the basic information required to produce the annual status reports. The status reports include a review of the centers or institutes web presence. The committee will also maintain copies of the centers and institutes five-year reviews.

HISTORY:

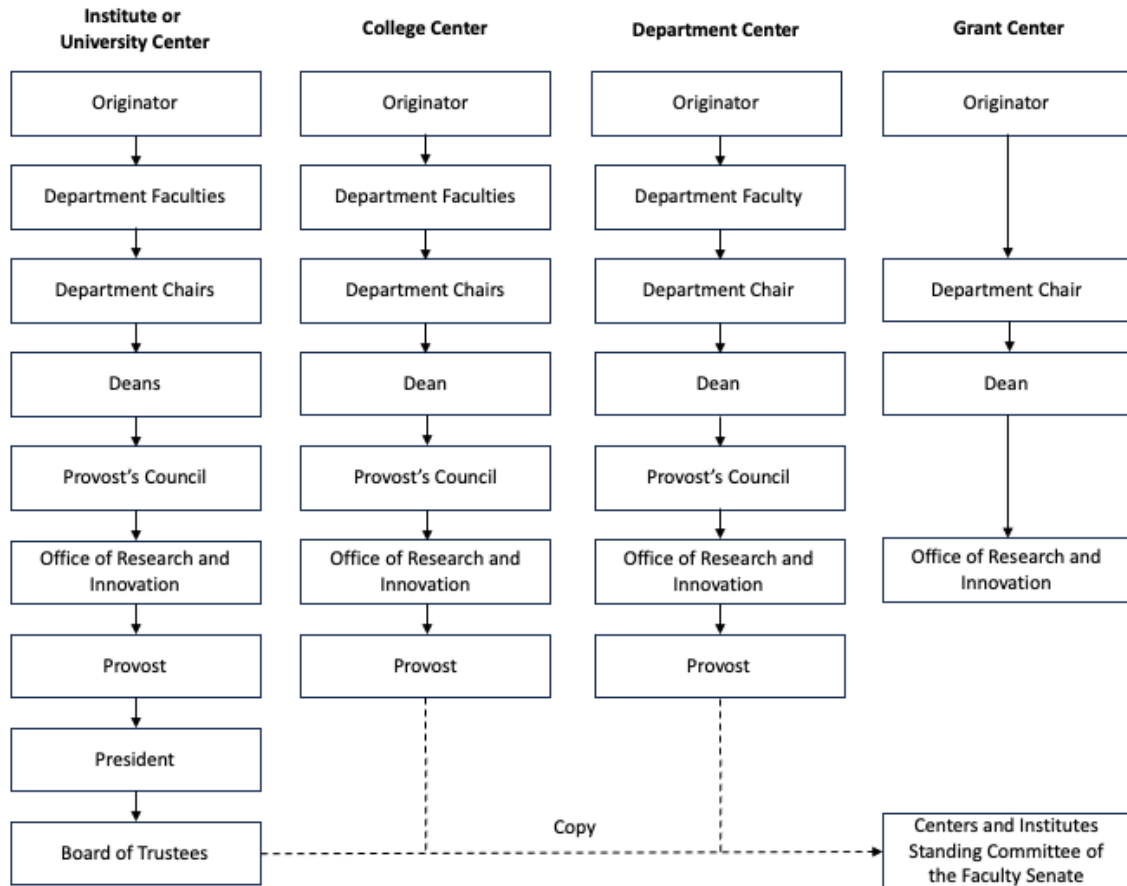
- a) Effective date of current version: Oct. 8, 2014
- b) Date first adopted: June 8, 2007
- c) Revision history: MOA-14/03 approved Oct. 8, 2014; MOA-24/06 upon administrative approval
- d) Proposed date of next review: fall 2026

CURRENT POLICY MODIFICATION (additions in bold and deletions with strikethrough):

Proposals for New Centers and Institutes:

The Faculty Senate Centers and Institutes standing committee will maintain the process to create a center or institute. The chain of approval for creating new centers and institutes is illustrated in Figure 1.

**Figure 1
Chain of Approvals for Creating a Center or Institute**



University Centers and Institutes

Individuals interested in establishing a University Center or Institute will submit a concept of the proposed Center or Institute, with the support of department faculty and approval of the chair or director, to her/his dean. If the dean approves the concept it will be forwarded to the Provost's Council then to the Faculty Senate Executive Board or its designated body. Upon approval at each of these levels, the proposal will be advanced to the Provost's Office and the Office of the Vice President for Research who then forward the proposal to the University President before final approval by the Board of Trustees. Curriculum proposals to establish new courses offered through an Institute must follow existing curriculum processes. The initial steps for this process include:

- 1) Institute Director signs as "Chair/Director"
- 2) Chair of Undergraduate Studies Council or Graduate Studies Council (as appropriate) sign as "College Curriculum Committee," and
- 3) Deans with faculty scheduled to teach in the course/program sign as "Dean." Appendix A represents the Centers and Institutes Process for Organizational Changes Phase I: Proposal/Review.

College and Department Centers

Individuals interested in establishing a College or Department Center shall follow the same process noted for University Centers and Institutes, with final approval being provided by the Provost (see App. A).

Grant Centers

The Project Approval Form process is implemented for the establishment of Grant Centers (<http://www.wmich.edu/research/forms/proposalforms.html>). **process of creating a Grant Center is managed by the Office of Research and Innovation.**

General Guidance for Creating a New Center or Institute

Each center or institute must demonstrate a clear need for some number of faculty members and/or staff to work together in a single administrative structure that allows them to carry out a discovery, teaching, and/or service program more effectively than they would be able to do working individually or in informal partnerships.

~~Regular faculty associated with a Center or Institute will retain all rights and privileges of their home department. All salary, promotion, and tenure considerations will be made by their home department and college within the regular review and evaluation process. Center or Institute directors shall submit a review of the faculty members' productivity relative to the activities of the Center or Institute. The respective home department shall take such reviews into consideration for personnel decisions, following the procedures delineated in sections 17.6.4 and 18.6.4 in the Western/WMU-AAUP Agreement for joint appointments.~~

All centers and institutes will be reviewed periodically [see **section Reporting and Reviews of Centers and Institutes**].

Web Presence:

It is in the best interest of all University stakeholders that the work of centers and institutes be promulgated via a web presence. To provide the best image to external parties and promote the University effectively, web sites highlighting the work of centers and institutes must be up-to-date and designed and maintained in accordance with University branding standards. All center and institute web sites must be constructed and maintained at the appropriate URL as designated by the Office of Marketing and Strategic Communications. Websites that do not comply with these requirements will be recommended for removed until they are brought in compliance with these requirements. No external websites developed for centers or institutes will be linked to Western Michigan University web pages.

Reporting and Reviews of Centers and Institutes:

~~The **Centers and Institutes Standing Committee** of the Faculty Senate Executive Board, or its designee, will facilitate the annual review of all centers and institutes, make planning recommendations after annual and periodic reviews, but will not make any final determinations relative to Centers' and Institutes' existence. Such an advisory and planning committee will be comprised of representatives from Centers and Institutes across campus, the Office of the Vice President for Research, and the Faculty Senate.~~

Annual Status Report and Review

Directors of Departmental, College, and University centers and institutes must provide annual reports to the appropriate administrative office: **basic information on the center/institute status annually. The Faculty Senate Centers and Institutes Standing Committee will provide a web form to collect the required information and will provide a summary of this information to the Provost and Vice President for Academic Affairs, Office of Research and Innovation, and Vice President for Marketing and Strategic Communications.**

- ~~1. The annual report, to the administrator to whom the director reports must include, but is not limited to, items established by the Faculty Senate Executive Board or its designee. Other required items may be established by the Provost and/or the Vice President for Research.~~
- ~~2. Following the submission of the annual report, the director meets with the appropriate administrator to discuss any changes in the mission, goals or objectives of the Center or Institute and shares plans for addressing problems and concerns including long-range financial viability as outlined in the planning phase of the Centers and Institutes Process for Organizational Changes~~

Phase II: Planning (see Appendix B).

Periodic Review:

1. All centers and institutes will be reviewed for renewal at least once every five years by the appropriate reporting administrator. Directors of centers and institutes will also be reviewed at the same time by the reporting administrator with input from the center and institute faculty and staff. Reviews will be due by the end of every fifth **academic** year following approval. The review structure will be determined by agreement between the reporting administrator and the director of the center or institute.
2. ~~The review must include but is not limited to, items established by the Faculty Senate Executive Board or its designee. Other r~~ Required items may be established by the Provost **and Vice President for Academic Affairs** and/or the Vice President for **Research and Innovation**.
3. The program review may, at the discretion of the reporting administrator, require an external evaluation.
4. Failure to submit a program review ~~will~~ **may** result in the ~~termination~~ **removal** of the center or institute's **web presence**.

Termination of Centers and Institutes:

~~The Faculty Senate Executive Board, or its designee, will develop an annual report that will be forwarded to the Associate Provost for Institutional Effectiveness, the Associate Provost for Assessment and Undergraduate Studies, and the Office of the Vice President for Research categorizing the status of WMU Centers and Institutes based on annual and periodic reports.~~ **Recommendations for termination of centers and institutes must be made by the administrator overseeing the center or institute to the Provost and Vice President for Academic Affairs and, if a Board-approved center or institute, to the Board of Trustees. The Provost and Vice President for Academic Affairs makes the final decision for termination of a center or institute unless Board-approved, in which case, the Board of Trustees, makes the final decision. These decisions will be shared with the Faculty Senate Centers and Institutes Standing Committee.**

STATEMENT OF POLICY

This policy applies to centers and institutes with activities primarily related to teaching and/or discovery. centers with a primary service-oriented missions also require approval at appropriate administrative levels, but are not covered by this policy.

KEY DEFINITIONS/GLOSSARY

Center: *A unit formed for purposes of linkage and visibility, focused on a theme, issues or set of skills. A center will frequently be interdisciplinary in nature. A center does not offer degree programs but may, on rare occasions, offer a course or courses. [Official WMU definition approved by the WMU Board of Trustees, 18 September 1998].* Such courses must be offered in conjunction with an academic unit authorized to offer courses.

Centers as categorized below ~~may deal with problems and issues of concern to,~~ involve faculty and staff with scholarship related to a particular academic or discovery theme, and may involve individuals who come from within a department or multiple departments, schools, or colleges. The center's functions may include: sponsoring, coordinating, and promoting discovery and learning opportunities for faculty, staff, and students (undergraduate and graduate); creating a forum for discussion and innovation; and forming a locus of support for grants and projects. A center may require modest support from the academic unit or college, Office of the ~~Vice President for Research~~ **and Innovation**, or the Provost **and Vice President for Academic Affairs**, but is expected to generate operating funds from gifts, endowments, grants, contracts and/or participant fees. The term "center" is also often used by grants and these centers are defined separately.

Centers ~~may~~ fall under one of the following categories:

- **University Center:** A University center is concerned with subject matter of sufficient breadth to involve disciplines from two or more colleges. Administration and reporting functions of a University center may be assigned to an individual college or another administrative office (~~See Appendix A~~), such as an institute. Centers that expect to have general fund budgets or which expect to benefit routinely from allocation of Facilities and Administrative (F&A) cost recoveries must have approval of the WMU Board of Trustees. ~~To obtain Board approval, a Center must be approved according to the Centers and Institutes Process for Organizational Changes Phase I: Proposal/Review (Appendix A), as established at the University.~~
- **College Center:** A College center is concerned with subject matter confined primarily to disciplines organized within a single college. Administration and reporting functions of a College center are assigned to that individual college (~~See Appendix A~~). The F&A return will be distributed to the college and departments based on University policy.
- **Departmental Center:** A Departmental center is concerned with subject matter confined primarily to a single discipline or academic specialty represented by an academic department and thus reports to the department chair. The F&A return will be distributed to the departments based on University policy.
- **Grant Centers:** Many types of grants call for the establishment of centers as part of the request for proposal or to designate a collaborative effort. **Grant center creation, status, and web presence is managed by the Office of Research and Innovation.** ~~As part of the submission process departments and deans by signing the Project Approval Form agree to the establishment of the Grant Center. If there are multiple colleges involved each dean must agree. If the grant-related Grant center is intended to exist beyond the life of the grant it needs to be authorized through the standard approval process as a University, College, or Departmental center, otherwise the Grant center ends with the end of the grant. The F&A return will be distributed to the college and departments based on University policy unless negotiated differently at the time of the Center's inception.~~
 - ~~Provisional status for grant-seeking Centers: All grant-funded Centers established to meet application requirements for external funding must provide evidence of grant award to achieve Grant Center status. If such evidence is not provided, the Grant Center status for said application will be revoked.~~

Institute: A unit similar in nature to a center, as defined above, but which is degree-granting. Typically, an institute will be interdisciplinary. Course work for a degree offered through an institute may include some offered by the institute itself but will be primarily comprised of courses in various disciplines/departments already in existence. [Official WMU definition approved by the Board of Trustees, 18 September 1998; amended as underlined.]. *Courses not included in an institute's degree program must be offered in conjunction with an academic unit authorized to offer courses.*

An institute supports a broad spectrum of service, discovery and learning opportunities for faculty, staff and students (undergraduate and graduate). Its functions are also broad and may include special services to the University and greater community itself. An institute may serve as an administrative office for University centers and Grant centers. Normally, institutes deal with problems and issues of concern to, and involve faculty and staff from, two or more disciplines, and are not necessarily bound to a particular specialty area. An institute typically requires a substantial financial investment by the college or University, but over time is expected to generate substantial support from grants, contracts, and/or participant fees.

~~Any externally-funded "Institute" that operates under the guidelines of "Centers" must justify the use of the title "Institute" during the proposal process~~