



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Approval of Centers & Institutes Policy

Policy 2.02

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Chapter 2 Approval of Centers
 & Institutes Policy

Responsible Office: Academic
 Affairs

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Policy Statement

Under certain circumstances, Centers and Institutes are formed within universities to achieve specific objectives. This policy outlines the procedures by which a Center or Institute can be formed within the existing university structure at the Medical College of Georgia, so that the Center/Institute complements institutional function while permitting the unique, harmonious, and effective operation of the Institute/Center. Any program at the Medical College of Georgia using the terminology “Center” or “Institute” in its name must be approved by the President. In addition, this policy describes the organization and governance of Institutes and Centers at the Medical College of Georgia.

Reason For Policy

An Institute/Center may be formed when a discipline represented by a department or other organizational structure within the institution cannot achieve certain objectives. Attainment of such objectives usually requires a multidisciplinary approach involving more than one department, and often more than one school, and is intended to serve local, state, or national needs.

Entities Affected By This Policy

All divisions, departments, and schools of the Medical College of Georgia are covered by this policy.

Who Should Read This Policy

Academic administrators of all divisions, departments, and schools of the Medical College of Georgia should be familiar with this policy. All faculty interested in forming an Institute or Center at the Medical College of Georgia should read and understand this policy. All current Institute or Center Directors should be familiar with this policy.

Contacts

Contact	Phone	e-mail/URL
Senior Vice President for Academic Affairs & Provost	706-721-4014	http://www.mcg.edu/aaffairs
Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs	706-721-3096	http://www.mcg.edu/aaffairs/associate/index.htm

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p202.pdf>

Related Documents:

University System of Georgia Academic Affairs Handbook, section 2.15:
http://www.usg.edu/academic_affairs_handbook/section2/2.15.phtml

Definitions

These definitions apply to these terms as they are used in this policy:

Center Per Board of Regents: A Center provides an organizational base for research in a given academic area or closely related areas. It often provides a vehicle for interdisciplinary research in a given area involving faculty and students from a variety of internal administrative structures. It may be involved in the offering of continuing education activities related to its area(s) of interest. The “Center” structure may facilitate efforts of the college or university to obtain extramural funding in specific areas. It serves as a formalized link between the academic community and the professional community in the area(s) of focus. A Center, however, is not an autonomous structure within the internal statutory organization of a college or university. It is administratively most often an appendage of one of the traditional administrative structures, such as a department. A Center is not involved in the independent offering of credit course or degree programs.

Institute Per Board of Regents: An Institute shares the Center’s focus on research, provision of opportunity for interdisciplinary activity, involvement in continuing education activities, value in facilitating efforts to obtain extramural funding, and serves as a link between the academic and professional communities. It is, however, a far more formalized structure than a Center and may be equivalent to an autonomous unit within the internal structure of the college or university such as a department, division, school or college (at the university level). It will, unlike a Center, be involved in the offering of credit courses and may offer degree programs.

Overview

Under certain circumstances, Centers and Institutes are formed within universities to achieve specific objectives. Establishment of Institutes/Centers derives from opportunity and need, often funded largely from extramural sources and staffed by individuals with mutual interests from several disciplines. Because of this funding and staffing pattern, it is essential that an Institute/Center be accommodated within the existing university structure so that it complements institutional function while permitting the unique, harmonious, and effective operation of the Institute/Center.

The major difference between Centers and Institutes are the educational roles of each unit. Per the Board of Regents (BOR), a Center cannot independently offer credit courses or degree programs. However, an Institute can offer credit courses and degree programs. In the academic setting, Institute or Center objectives must include research as part of its activities. It may also include instruction (Institute), service, or a combination of these activities. Centers and Institutes can also be indicative of clinical programs or the designation of a facility. The Medical College of Georgia, being a health sciences university and having a significant clinical program, must be able to utilize the terms Center and Institute for these purposes. Institutes or Centers of a clinical nature must have similar objectives as non-clinical Institutes or Centers, i.e., requiring a multidisciplinary approach involving more than one department).

As a member of the University System of Georgia, the Medical College of Georgia must adhere to regulations of BOR policy regarding creation and termination of Institutes and Centers. This policy outlines procedures by which Institutes and Centers can be formed within the existing university structure at the Medical College of Georgia. It describes the proposal document required to establish an Institute or Center. In addition, this policy contains a description of the organizational structure of an Institute or Center and its governance, as well as how an Institute or Center can be terminated.

Process/Procedures

Procedure to establish a new Center or Institute

When a group of individuals decide to establish a new Center or Institute at the Medical College of Georgia, they must submit a document to the Associate Provost for Academic Affairs containing the following information outlined below:

Need

A clearly identified need must be shown with evidence that the proposed Institute or Center, and not an existing organizational unit, will serve the stated need. In most cases, each Institute/Center should have research, education, and service as part of its mission. In the case of an Institute, information concerning the possible offering of courses or degree programs should be included. For either an Institute or Center, it should be stated whether the group intends to offer Continuing Education (C.E.) credit. In the case of a clinical program, the need only has to be associated with that clinical program and is not required to include research and education.

Personnel

A list of the individuals who will make up the proposed Institute or Center must be submitted. This should include their role within the Institute/Center, their expertise to carry out that role, and the permission of their chairperson or division head, and dean, vice president, or executive director of hospital and clinics to participate in the proposed Institute/Center. An organizational chart must be submitted, including the name of the proposed Institute/Center director and why that person was chosen for the position. Once the Center/Institute has received institutional approval, the director must be approved for that position via the normal procedures set for administrative positions (i.e., by the Chair, Dean, Senior Vice President for Academic Affairs & Provost, and the President).

Funding

An explanation of how the Institute/Center will be funded (for example, by extramural funds, resident instruction, or hospital and clinics) must be included, with appropriate support documentation that the sources are available. If no funds will be used initially, efforts that will be undertaken to find support of this proposed Institute/Center in the future (for example, the writing of a program project or Center grant, or the request of funds from the Dean, Vice President, Hospital Director or President) should be described.

Approval

Letters of support for the proposed Institute/Center must be obtained from the appropriate administrators involved. For example, if the Institute/Center is to be organized under a specific department, the Chairperson and Dean of that school must send letters of support and approval. If the Institute/Center is to be organized directly under a Dean, Vice President, or Executive Director of the Hospital and Clinics, only his/her approval is needed. Once the Dean, Vice President, or Executive Director of the Hospital and Clinics has approved the proposed plan for the development of the Institute/Center, it is submitted to

the Senior Vice President for Academic Affairs & Provost for review and then to the President for approval.

Organization and Operation

The established Institute/Center's operations are the responsibility of the individual selected as its Director, who is responsible for all operations to the Chairperson, Dean, Vice President, or Executive Director of Hospital and Clinics. The Director and all other personnel will continue to function as active members of his/her parent department for the time and effort negotiated when that person joined the Institute/Center. The Director will continue to be responsible to the appropriate administrator for activities outside the Institute/Center.

Institute/Center membership for faculty members is negotiated with department chairs by the Director with regard to faculty time, salary, and other responsibilities. Such faculty appointments and time commitments will be reviewed annually by the Director and Department Chair. A faculty member who is also an Institute/Center member is responsible to the department chairperson for time commitment and performance in departmental activities and is responsible to the Director for time commitment and performance in the Institute/Center.

Recommendations for promotion, tenure, and salary of all Institute/Center members will be initiated by the primary appointment Department Chair and school's Dean, in consultation with the Institute/Center Director and in accordance with institutional policies and procedures.

Funding of salaries of Institute/Center members will be proposed and approved by the Institute/Center Director, Department Chair, school Dean, or Executive Director of Hospital and Clinics.

The acquisition of space and facilities needed for Institute/Center operations will be obtained through the department Chair, Dean, Vice President, or Executive Director of Hospital and Clinics, and the Provost and Senior Vice President for Academic Affairs.

Institute/Center Governance

An executive group will be appointed by the most involved school Dean or Vice President in consultation with the Institute/Center Director to advise the Director on major Institute/Center activities. The executive group may consist wholly or in part of Institute/Center members or of representatives of other recognized areas of interest.

The Director will submit periodic reports to the supervising school Dean or Vice President, not less than annually, on the operations of the Institute/Center, with copies sent to the President and other involved Deans.

The Institute/Center director will provide annual individual performance evaluations of each Institute/Center member, with copies sent to the appropriate department Chairs and Deans.

Upon the President's order, a committee composed of all Vice Presidents, chaired by the Vice President for Research, will review and evaluate Institute/Center operations. If the Center/Institute is a clinical program then the Clinical Enterprise will review and evaluate the operation with Dean of the School of Medicine serving as chair of the committee.

Institute Termination

Upon the recommendations of the Director, the supervising Dean or Vice President, and with presidential approval, the existence of an Institute/Center will be terminated.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.02, Approval of Centers and Institutes Policy, are:

Faculty interested in forming a Center or Institute	Submit document to respective Dean, Vice President, or Executive Director of Hospital and Clinics describing the proposed Institute or Center and forward to the Senior Vice President for Academic Affairs & Provost.
Vice President for Research	Review and approve (or disapprove) proposal document.
Senior Vice President for Academic Affairs & Provost	Review, approve (or disapprove) proposal document, and if approved, forward to the President.
President	Approve (or disapprove) proposal document.
Director	Is responsible for operations of the Institute or Center, once established. Provide annual reports to the respective Dean or Vice President on the operations of the Institute or Center, and forward copies to the President and other involved Deans.