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## Policy AC010: Centers and Institutes

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller, written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,  
Pennsylvania Western University

Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson, written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,  
Pennsylvania Western University

**Effective Date:** 07/01/2022

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### A. Intent

To define the requirements and process for establishment of centers and institutes at Pennsylvania Western University.

### B. Definition(s)

Center: A Center is an organizational unit that will typically involve faculty and staff from within a given academic department or college, focused on a discipline-specific area of research or service directly related to that academic unit. The work of the Center should support advances of the academic unit (department or college) of which they are a part, and will be organizationally structured to report to an academic department leader or college dean.

Institute: An Institute is an organizational unit primarily intended to support interdisciplinary research in a defined area, and will usually have specific physical infrastructure needs to support its work. An Institute may have a related focus on instructional support and service. An institute may be comprised of faculty and/or staff from one or more departments and colleges and, because of its interdisciplinary nature, will generally report to the Sr. Vice President for Academic Affairs and Provost.

### C. Policy

Centers and Institutes may be established at PennWest that enhance the mission of the University. Centers and Institutes are to serve as sources of professional development for faculty, learning for students, and service to the community. All Centers and Institutes must be approved by the Senior Vice President for Academic Affairs and Provost, and President.

All centers and institutes must have written mission statements, goals, and objectives that are consistent with the mission and goals of Pennsylvania Western University.

Centers and Institutes will be expected to operate principally using externally generated funds. Internal financial support must be approved through the University budgeting process, and/or come from pledges from other departments or units at the University. Centers and Institutes should have a comprehensive plan for exploring and/or securing external grants and contract funding, as relevant. Approvals to seek outside funding must be obtained from the Advancement and Sponsored Programs office.

Space and facility needs of a Center or Institute must be identified through proposal to the appropriate academic dean, approved by the Senior Vice President for Academic Affairs and Provost, and approved through the relevant facilities approval process. Facilities use may require additional institutional approvals.

All Center and Institute activities will conform to PennWest policies and procedures, those of the State System and Commonwealth of Pennsylvania, and all applicable local, state, and federal laws.

An annual report of Center or Institute operations must be completed by the organizational leader and submitted to the appropriate academic dean (in the case of Centers) or Senior Vice President for Academic Affairs and Provost (in the case of Institutes).

Periodic evaluations of Centers and Institutes will be conducted by the appropriate dean (in the case of Centers) or Senior Vice President for Academic Affairs and Provost (in the case of Institutes), or their delegate.

#### **D. Procedure(s)**

1. Any employee or department wishing to establish an Institute at PennWest must submit a proposal addressing the following elements to the Senior Vice President for Academic Affairs and Provost; in the case of Centers, the proposal should be directed to the appropriate academic dean for review with the Senior Vice President for Academic Affairs and Provost.
  - a. Center or Institute name and target date for inception;
  - b. Mission, purpose, goals, and objectives and relationship to support the PennWest mission and goals;
  - c. Organizational structure of the Center/Institute, including how students will be active participants in the unit's work;
  - d. Target community for Center/Institute work, and any consultations with, or evidence of demand or need for this contribution; address expected impact and outcomes;
  - e. Initial faculty and staff membership composition;
  - f. Initial base funding needs and plans for continued financial support;
  - g. Identified external funding opportunities and related information regarding such opportunities;
  - h. Identified space or facility needs, if any; and,
  - i. Staff and other personnel support needs, if any.
2. Upon approval by the Senior Vice President for Academic Affairs and Provost, the proposal will be relayed to the President's Executive Council for discussion and recommendation to the President.
3. The President will have final approval over the establishment of Centers and Institutes.

**E. Related policies**

Not Applicable.

**F. Contact Information**

For additional information, please contact the Office of the Provost.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.