

MAR 29 2013

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

UCC Certified

SECTION: Academic Affairs
AREA: General

Number: 12.03.03

SUBJECT: Procedures for Establishing and Operating Academic Institutes and Centers

I. PURPOSE AND SCOPE

The purpose of this document is to define and set forth minimum criteria for the creation and oversight of ~~academic~~ centers and institutes that are created within an academic department or college; these are distinct from centers and institutes that are created within the auspices of the Division of Research.

II. DEFINITIONS

- A. Center or Institute – An academic center or institute, for the purposes of this MAPP, is a non-profit organization based at the University of Houston within a specific department or college, and whose primary purpose is instruction with other activities possible, such as research, student services, and public programs.
- B. Bylaws – Bylaws must include rules governing faculty membership, the selection and role of a faculty advisory council for the governance of the academic center or institute, rules governing to whom the academic center/institute reports, how the director is chosen, appointed, and terminated, statements on financial accountability and responsibility for the operations of the center, and procedures for changing the bylaws.
- C. Written Operating Procedures – Written operating procedures must include procedures governing reporting lines, rules on financial accountability and responsibility for operations of the center, procedures for the appointment and termination of employees, members, and directors, and the frequency of meetings of officers.
- D. Closure – Cessation of operation and discontinuation of the use of the center name.

III. CREATION OF CENTER OR INSTITUTE

- A. To establish a new center or institute, a group of faculty members must develop a proposal that includes the following:
 - 1. A statement of objectives;
 - 2. A list of faculty and other participants;
 - 3. An indication of how the center/institute will be funded;
 - 4. Statements on who the center will report to, both financially and administratively;
 - 5. Any requirements, space, or other university assistance; and

620-10-1200 A set of bylaws or written operating procedures which have been agreed to by the prospective members.

- B. The proposal must be approved by the appropriate department chair(s) and dean(s) of the department(s)/college(s) involved, and by the Executive Associate Vice President for Academic and Faculty Affairs after receiving an advisory recommendation from the Committee on Academic Centers and Institutes.

IV. ADMINISTRATIVE ORGANIZATION

- A. A director shall be selected to be the administrative head of the center/institute.
- B. Each academic center/institute must have bylaws or written operating procedures.
- C. The director must ensure that information on work performed by members of the center/institute is available, whenever necessary, to the appropriate administrators, department heads, and deans for deciding on increments, salary adjustments, promotions, and tenure.
- D. All academic centers and institutes must conform to the university's rules and regulations relating to personnel, property, and financial accounting.
- E. Responsibility for the business administration of any academic center will be to a single college, to be identified in the proposal for the creation of the center. The chief business officer of the college will ensure that the center organization's business administration complies with the requirements documented in [MAPP 01.02.01, Business Administration](#).
- F. Notice of financial and human resources matters affecting a center member will be provided to the member's department chair or dean, and the approval of the department chair or dean will be obtained.
- G. An annual report of activities must be produced, including a financial statement. This report must be sent to the center/institute members, the department chair(s), dean(s), and the Executive Associate Vice President for Academic and Faculty Affairs. The university will consider providing financial or other assistance to the center/institute for the following academic year based on this report. Annual reports must be submitted by October 1st of each year.

V. PROPERTY DEVELOPED AND USED

The members of each academic center and institute, where appropriate, shall develop internal guidelines or agreements on the property developed or used by the center. These agreements must conform to existing university rules and regulations and cover possible questions involving:

- A. Use of equipment and space;
- B. Copyrights, patents, royalties, and other intellectual rights; and
- C. Commissions, consulting, and service agreements based on work developed under the auspices of the center/institute.

VI. SUNSET REVIEW AND CLOSURE

- A. Each academic center/institute will be reviewed every four years by the University of Houston's Committee on Academic Centers and Institutes.
- B. The committee will develop and provide to each center and institute with the procedures for these reviews. These procedures will include a list of items and questions to be considered in the review process.
- C. After each such review, the Committee on Academic Centers and Institutes will report to the Executive Associate Vice President for Academic and Faculty Affairs and will also recommend whether or not a center or institute will remain on the list of recognized centers and institutes
- D. An academic center may cease operations at any time by agreement of the members of the center. Notice of the closure is to be initiated by the center director and/or board members and forwarded to the appropriate department chair(s), dean(s), and the Executive Associate Vice President for Academic and Faculty Affairs.
- E. Academic centers/institutes will be closed by the appropriate department chair(s), dean(s), and the Executive Associate Vice President for Academic and Faculty Affairs. Closures will be enacted after consultation with the current membership of the center/institute and the advice from the Committee on Academic Centers and Institutes.

VII. REVIEW AND RESPONSIBILITY

Responsible Party: Executive Associate Vice President for Academic and Faculty Affairs

Review: Every three years on or before August 31

VIII. APPROVAL

Senior Vice President for Academic Affairs and Provost

Executive Vice President for Administration and Finance

President

Date of President's Approval: _____

IX. REFERENCES

MAPP 01.02.01 – Business Administration

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	TBD	Initial version (this policy was developed as a response to an audit of the Texas Learning and Computation Center)