

# **APPROVAL OF PROPOSALS FOR NEW CENTERS AND INSTITUTES**

Adopted by the Syracuse University Senate Committee on Academic Affairs

**April 25, 2003**

## **I. Institutional Approval (adopted by Board of Trustees, Fall 1994)**

From time to time, new multidisciplinary centers, institutes and programs (or participation in an inter-institutional consortium) will be proposed by an individual school or college or by a group of schools and colleges. The Academic Dean or Vice President, to whom the center, institute or program will report, transmits the proposal to the Vice Chancellor for Academic Affairs, who, after consultation with the Academic Deans, the Senate Committee on Academic Affairs and the Academic Affairs Committee of the Board of Trustees, may recommend approval to the Chancellor. The decision of the Chancellor is final.

## **II. Approval by Senate Academic Affairs Committee**

### **A. Normal Process of Approval**

The completed proposal for establishing a new center or institute (hereafter "centers") should be submitted to the Vice-Chancellor for Academic Affairs and Provost (VCAA), who will decide whether to request a formal recommendation regarding approval of the proposal from the Senate Academic Affairs Committee (AAC). The AAC will provide a recommendation to the VCAA in a timely manner. The recommendation of the AAC to the VCAA will be reported to the Senate.

### **B. Expedited Process of Approval**

On occasion it is necessary for the benefit of the institution for the Vice Chancellor to make decisions about approving new centers more urgently than these procedures allow: for example, when major funding or recruiting an important scholar is at stake. In these circumstances, the Vice Chancellor will consult with an ad hoc subcommittee of the Academic Affairs Committee, in a manner that she agrees on with the Committee, in order to make a timely decision. The recommendation of the AAC subcommittee to the VCAA will be reported to the Senate.

## **GUIDELINES FOR PROPOSING NEW CENTERS AND INSTITUTES**

- I. Only completed, formal proposals should be forwarded from the VCAA to the Senate Academic Affairs Committee for approval.
- II. Proposal Components: The following items should be included in any proposal for a center submitted to the VCAA:
  - A. Rationale: develop the need for, and benefit to, the University and College or School of the proposed center. Included should be discussion of at least the following topics:
    1. Contribution to the mission of the university:
      - a). How the new entity will help advance understanding in the area of the center's expertise?;
      - b). What new opportunities will occur as a result of the new center?;
    2. What is the relationship of the proposed center to currently available faculty, educational programs and other centers at the university?;
    3. What is the benefit of the new center to the students and faculty at the university?;
    4. What is the benefit to the non-University community and how will the results of the center's activities be communicated to this wider community?
  - B. Support Systems:
    1. What Additional Funds will be needed and how will they be acquired?
    2. What personnel, both in terms of numbers and skills, will be necessary to maximize success of the center; how will they be recruited?
    3. What Administrative structure will be implemented?; and how?;
    4. What Space and Facilities will be needed; are they currently available; if not, how will the additional requirements be met?

C. Consultations: (These are important for both intra- and inter-school or college centers)

1. What entities have been consulted both within and outside the university in relation to possible participation and/or overlap in activities? What responses were received?;
2. Written approvals of Senior administrators in cooperating units.

D. Assessment:

1. How and when will the success of the center be assessed;
2. What criteria will be used to measure success.
3. When will the assessment be submitted to the Vice-Chancellor for review regarding continuation of the center.