


Effective Date		Date of Revision		Policies, Rules And Regulations
8-16-78				
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CREATION AND OPERATION OF CENTERS AND INSTITUTES				

It shall be the policy of the University to encourage the development and operation of a limited number of academic research or academic service centers and institutes whenever there is a proven capacity at the University to provide a unique service. All centers should complement the educational mission of the University and should focus on a major demonstrated need. When the above conditions are met and are within the limits of available resources, the University will consider a subsidy for the operation of a center during the start-up phase of its development. As a general rule, centers will be expected to finance their operations through external grants or from special legislative appropriations. Whenever there is no longer a compelling need for the services which a center provides or whenever external funding support is no longer forthcoming, the center will cease to operate unless otherwise directed by the Board of Regents.

Operational Procedures

The establishment and operation of centers will be governed by the following guidelines:

1. Individuals or groups desiring to establish a center should discuss the idea with appropriate department heads and deans. It is helpful at this early state to develop a concept paper which documents the need, the operational methodology, the resource requirements and the- anticipated availability of external funding.
2. The proposal should then be discussed with the appropriate vice-president. In most instances, this will be the vice-president for academic affairs. The vice-president should undertake a careful evaluation of the proposal, including its relation to the overall mission of the University, the present and future need for such a center, and the potential availability of funds.
3. If the vice-president decides to support the creation of such a center, a decision should be reached as to how much University financial support, if any, would be available during the develop- mental phase. Such a subsidy should be minimal. It is not intended that University support should go beyond the first or second year of operation, except to the extent discussed in #9 below.
4. The vice-president then will seek funding for any initial University subsidy as a part of the regular budget request process.
5. Such a request wi11 be reviewed and tentatively approved or disapproved for funding at the time that the next fiscal year's budget is being developed.
6. A proposal which is tentatively approved will be recommended for final Board of Regents approval at the time that the Board adopts the next fiscal year's operational budget.

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7. The operation of such a center will follow established University policies and procedures in a manner similar to other University activities. In particular, a center will be subject to the same personnel, accounting, budgeting and auditing policies.
8. Non-EMU faculty staff members who are hired by such a center will not be given automatic tenure track appointments but may be granted adjunct professorial status outside of the regular tenure track.
9. When a center has complex administrative requirements and/or when additional support is necessary for the promotion of its work and the acquisition of additional external funding, the University may provide direct support in an amount equivalent to 15% of the center's annual revenue.
10. An EMU faculty member granted release time to function as the director of a center may receive additional compensation--consistent with University compensation policies--for serving in an administrative capacity. The amount of the additional stipend will depend upon the percentage of time assigned and the size and complexity of the center but may not exceed \$250 per month. If the responsibility for directing a center extends into spring or summer periods, compensation will be based on the appropriate percentage of established faculty spring/summer salary schedules.
11. When a project funded through a center has significant administrative responsibilities, the director of the project may receive additional compensation if the funding agency permits an administrative stipend to be charged to the project. In such cases, the rate and structure for compensation will be the same as for center directors except that the maximum administrative stipend will be \$200 per month.
12. At the time that a center is approved, the exact organizational location of the center will be determined. While it is desirable for a center to have sufficient autonomy to achieve its objective, it is imperative that it be treated as are other administrative/program activities at the University. Administrative reporting relationships should be clearly delineated.
13. It is expected that centers will be located on campus within University facilities.
14. The director of a center will prepare an annual report for the appropriate vice-president. In turn, the vice-president will evaluate the center's annual operation to ascertain whether or not it is meeting its aims and objectives. If the center is unable to meet its program goals or to obtain necessary external funding, it will be put on an orderly phase-out schedule. Therefore, an annual evaluation of a center's operation is of major importance.

Authority for Creation or Revision
Minutes of the Board of Regents, August 16, 1978; para. .1973M.