



Division: Academic Affairs

Classification:

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TITLE	
Center and Center Director Definitions	
POLICY NUMBER	
XXX-XXX-XXX (policy council staff will assign)	
RESPONSIBLE OFFICER	UNIVERSITY CONTACT
Provost & VP for Academic Affairs	Eric Dickey, Sponsored Projects Office
SUMMARY	
WOU must adopt specific language to define the activities of its research-related Centers and Institutes and the roles of Center and Institute Directors. Centers and Center Directors will work to help the university achieve its strategic initiatives.	
APPLICABLE TO	
<p>All academic- and research-related Centers and Institutes at WOU, and all WOU personnel, including internal and external partners and collaborators.</p> <p>This policy does not apply to internally-funded, service-oriented units that do not engage in research. Examples of exempt units include the Child Development Center, the Student Health and Counseling Center, and the Center for Academic Innovation.</p>	
DEFINITIONS	
<p>The following definitions are in order of scope, from a single focused to multi-focused efforts.</p> <p>Project A project is a supported effort. Projects are fiscally dependent on funding sources, and can be internally or externally funded. Projects are limited in scope and outcomes. A project can have active involvement by faculty, can reside in Centers, Institutes, Colleges, Departmental units, or other non-Academic units, and are aligned with faculty instructional and/or research interests, and/or with university strategies. A Project Leader, also referred to as Principal Investigator or Project Director, is different from a Center Director due to the Project's limited scope.</p>	

Center

A Center is a single or multi-disciplinary unit organized to conduct education, research, and/or service activities. While Centers are fiscally independent of other academic units, they are aligned with university strategies, and/or with faculty instructional/research interests. A Center resides, organizationally, in a College, a similar academic unit (e.g., Library), or an Institute, and typically have several projects associated with their efforts.

Institute

An Institute is a single or multi-disciplinary unit organized to conduct education, research, and/or service activities. While Institutes are fiscally independent of other academic units, they are aligned with university strategies, and/or with faculty instructional/research interests. An Institute reports to the Dean of Graduate Studies and Research, and has multiple Projects and Centers associated with its efforts.

For the purposes of this policy, “Research Center” or “Center” refers to both Centers and Institutes.

Center Director

A Center Director is a faculty or staff member who provides vision and leadership in directing the business functions and projects in a Center, including responsibility for strategic planning, establishing policies and procedures, budget and expense development/reporting, allocation of resources, and personnel management of the Center. Center Directors report to the Dean of Graduate Studies and Research.

AUTHORITY

Vice President of Academic Affairs

STATEMENT OF AUTHORITY**Center Definition**

The purpose of Research Centers is to strengthen and enrich programs at WOU related to teaching, research, and service; provide undergraduate, graduate, and postdoctoral students with additional research opportunities; establish a strong positive impact on the economic development of the state; enhance the image and outreach of WOU locally, nationally, and internationally; and assist with fulfilling WOU strategies and mission.

Center activities are a mix of research, scholarship, teaching, and/or service. Academic, discipline-based research and service is key to the university's mission. Centers are intended to serve the interests of WOU by producing the highest quality scholarly work and community service, in support of the university mission, which is an overriding objective that transcends other considerations.

Each Center must be a value-add for WOU strategic investments. Each center will create and maintain documentation that justifies their activities, including:

- Executive Summary
- Mission Statement
- Budget – include years one to five and future projections
- Potential for revenue generation, e.g. federal grants, training grants, service income, private and corporate donations
- Organizational chart
- Strategic Plan – identifying goals, objectives, benchmarks, and evaluation
- Implementation Plan – identifying how and when deliverables will be met, and by which personnel

Centers report to the Dean of Graduate Studies and Research, and, [when housed in a College, will work closely and collaboratively with the Dean of that College](#). Centers submit an annual report to the Dean of Graduate Studies and Research. At minimum each annual report will include a three-year, longitudinal budget and management plan, as well any supplemental information requested by the Dean of Graduate Studies and Research.

Each Center [is encouraged to](#) have an Advisory Board that is comprised of members representing a mix of WOU personnel, partner colleges and universities, federal, state and local governments, private industry representatives, and/or non-governmental organizations.

Centers should strive to offer programs that involve WOU faculty, students, and staff from various academic and university departments.

Whether managing current Centers or starting new Centers, WOU should have a budget and management stake to establish central authority and control. One way to do this is to include institutional leaders in the Center’s Advisory Board or in the Center’s faculty and staff.

Centers should only be created when the academic mission of the university cannot be achieved within existing structures. A proposal for a new Center is brought to the [Dean of Graduate Studies and Research](#), who then brings the proposal to the President’s cabinet for approval.

A proposal for a new Center must include the documentation listed above and letters of support. The proposal and supporting documents must demonstrate a commitment to scholarship in the field of activities relevant to the Center’s purpose. The Center’s mission must also help WOU achieve its strategic initiatives. The proposal must also identify at least one funding source for the Center.

REFERENCED OR RELATED POLICIES

RELEVANT DOCUMENTS AND LINKS

HISTORY

APPROVAL DATE: XX/XX/XXXX

EFFECTIVE DATE: XX/XX/XXXX

LAST UPDATED: XX/XX/XXXX

HISTORICAL DETAIL NOTES: Reviewed by Faculty Senate (XXXX DATE; XXXX DATE);
Division Chairs in the College of Education and College of Liberal Arts & Sciences (XXXX
DATE); Academic Affairs Executive Committee (XXXX DATE).

SOURCE:

KEYWORDS

Center, Institutes, Director, definition

DRAFT