University Policies and Procedures

04-01.00 – POLICY AND PROCEDURES FOR THE ESTABLISHMENT AND REVIEW OF CENTERS AND INSTITUTES AT TOWSON UNIVERSITY

I. Scope:

Centers and Institutes and similar groups and organizations form useful devices for organizing faculty and staff from different disciplines to focus on teaching, research, and/or service in an area of common interest. Centers and Institutes should be justified on the basis of their contributions to specified missions of research and service and by their relationship to instructional programs at the institution.

II. Definitions

The term "Center" or "Institute" generally refers to an organized, non-departmental unit; it may or may not have external or state funding and a separately identified budget; it usually has a formal administrative structure headed by a director. Centers and Institutes have varied missions, and with few exceptions do not award degrees. Differences among these kinds of units usually are related to their degree of permanence and the level of commitment to them by the institution or the System.

III. Responsible Executives and Offices:

Responsible Executive: Provost and Executive Vice President for Academic and Student Affairs

Responsible Office: Office of the Provost

IV. Responsibilities for the establishment and monitoring of Centers and Institutes

A. The establishment of a Center or Institute shall require the approval of the relevant Dean(s) and Provost and Executive Vice President for Academic Affairs. Each Center and Institute will be reviewed every three years by the relevant Dean(s) and the Provost and Executive Vice President for Academic Affairs to determine whether it continues to meet its mission.

B. The establishment of a Center or Institute that is multi-institutional shall require the approval of the Chancellor.

C. The establishment of a Center or Institute that is administratively separate from an institution shall require the approval of the Board of Regents.
D. Each institution shall ensure that its Centers and Institutes comply with applicable institutional and System-wide policies. Those Centers which receive federal funds must, in addition, ensure compliance with federal policies, in particular those regarding the conduct of research.

Related Policies:

USM Policy IV-1.00, Policy for the Establishment and Review of Centers and Institutes in the University System of Maryland

Approval Date: 11/13/19

Effective Date: 11/13/19

Approved by: President’s Council

_________________________________  ___________________________
Kim Schatzel, Ph.D.     Date
President