

Establishment of New Institutes and Centers

Report due to IHL: As needed by institution (See 2023-24 deadlines)

Template: New Institute or Center Proposal (Appendix 12b)

File Types to Submit to IHL: PDF format with signatures

Corresponding Board Policy: 502

Establishment of institutes and centers are considered at five (5) Board meetings: February, April, June, October, and November.

PURPOSE

Institutes and Centers create a venue for faculty to engage in joint research and educational activities within a discipline or across disciplines. Opportunities for joint and multi-disciplinary projects and funding are created as faculty interact. Institutes and Centers are typically non-degree granting units of the university that (1) advance or capitalize on research, creative achievement, or scholarship or (2) are based on a key mission and offer a service or support to faculty, staff, or students.

Each institute or center should have a director who is responsible for the day-to-day administration of the program. Each institute or center should have a clearly defined mission that supports the major strategic objectives and core academic mission of the department, school, or college and adds value to the university.

INSTITUTES vs. CENTERS

Institutes. An institute is defined as a single or multi-disciplinary unit organized to conduct education, research, and/or service activities. Institutes are characterized by organizational permanency, programmatic autonomy, and an annual operating budget fiscally independent of other academic units. An institute must have active involvement by faculty and have a logical connection with the instructional and/or research efforts of the university. An institute normally reports to a Provost or Vice President for Research or their designee. An institute may have one or more centers affiliated with it.

Centers. A center is defined as a single or multi-disciplinary unit organized to conduct education, research, and/or service activities. Centers are characterized by organizational permanency, programmatic autonomy, and an annual operating budget fiscally independent of other academic units. A center must have active involvement by faculty and have a logical connection with the instructional and/or research efforts of the university. A center normally resides in a college and reports to an academic dean.

SCOPE

Limited Scope and Outreach (LSO) Institutes and Centers. LSO Institutes and Centers are generally administrative entities that are narrowly focused and have just a few faculty and staff associated with them. The budgets for LSO institutes or centers are generally small, and the activities of these administrative units are often primarily within a single university. Much of the outreach from this type of institute or center might involve only the single university where the unit is housed, appropriate professional organizations, and local communities. The activities of LSO institutes or centers would generally not involve multiple state universities.

Examples of LSO Institutes and Centers:

- ASU – Alcorn State University's Incubator Farm for Kemper and Winston County
- DSU – Janice Wyatt Summer Arts Institute
- JSU – Center for University Based Development
- MSU – Center for Advancement of Service Learning Excellence
- MUW – Culinary Arts Institute
- MVSU – Institute for Effective Teaching Practices
- UM – The Graduate Center for the Study of Early Learning

- UMMC – Center for Informatics and Analytics
- USM – Polymer Science Learning Center

Extensive Scope and Outreach (ESO) Institutes and Centers. ESO Institutes and Centers are broadly focused administrative entities having large numbers of faculty and staff associated with them. ESO Institutes and Centers could be multi-institutional, serve larger geographical regions across the state and beyond, have larger budgets, and involve more colleagues, often from several distinct academic and professional fields. Each ESO has at least a statewide mission, and they often connect to several Mississippi institutions as well as agencies outside of Mississippi.

Examples of ESO Institutes and Centers:

- ASU – Socially Disadvantaged Farmers & Ranchers Policy Research Center
- DSU – Delta Center for Culture and Learning
- JSU – Center for Excellence in Minority Health Disparities/Institute of Epidemiology and Health Services Research
- MSU – Alliance for the System Safety of UAC through Research Excellence (ASSURE)
- MUW
- MVSU
- UM – Institute of Child Nutrition
- UMMC – Mississippi Clinical Research and Trials Center
- USM – Mississippi Network for Cancer Control and Prevention

OTHER CENTERS

Buildings that contain the word “center” are not covered under this guideline or policy as they do not meet the criteria for either an LSO or an ESO and should not be submitted for approval as an Institute or Center to the IHL Office of Academic and Student Affairs. For these, the IHL building naming policy may apply.

Examples of Other Centers:

- ASU – Bio-Technology Resource Center
- DSU – Fielding L. Wright Art Center
- JSU – F.D. Hall Music Center
- MSU – Delta Research and Extension Center
- MUW – Cromwell Communications Center
- MVSU – Jacob Aron Student Center
- UM - Gertrude C. Ford Center for the Performing Arts
- UMMC – University Heart Center
- USM – Chain Technology Center

TYPE

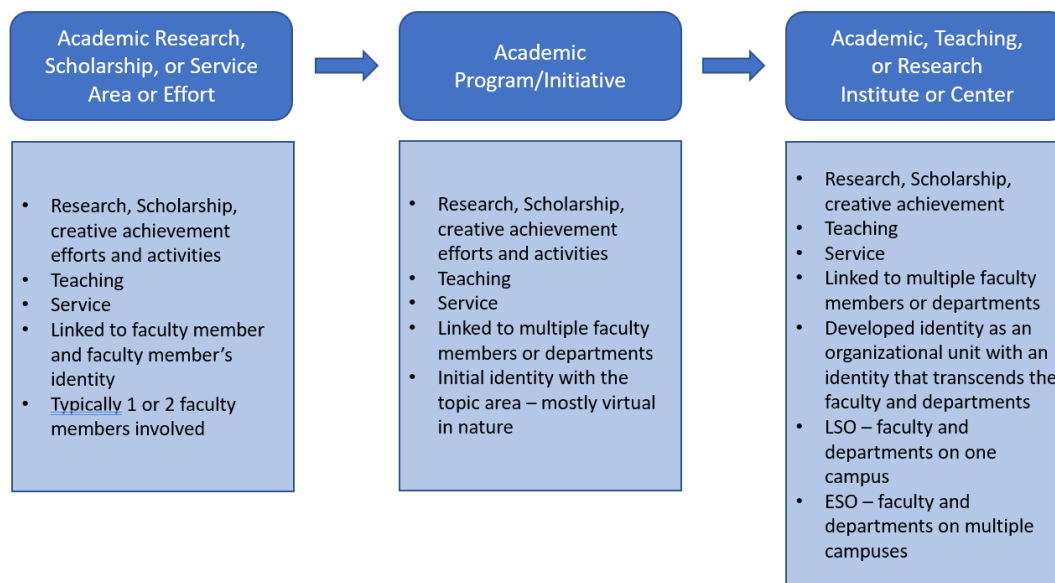
There are two types of institutes and centers that IHL is interested in knowing about:

TYPE 1 - Academic, Teaching, or Research (Institute or Center)

TYPE 2 – Student, Faculty, or Community Service Center

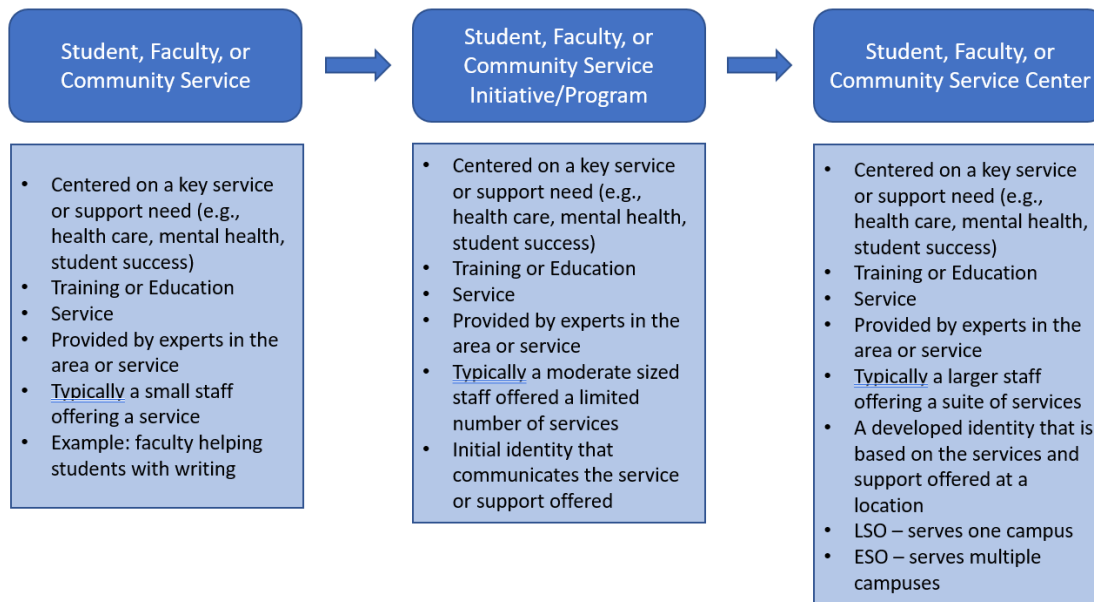
TYPE 1 - An Academic, Research, or Teaching (Institute or Center) advances or capitalizes on research, creative achievement, or scholarship.

Academic, Teaching, or Research (Institute or Center) Lifecycle Description



TYPE 2 – A Student, Faculty, or Community Service Center is based on a key service mission and offers a service or support to faculty, staff, students, or the community.

Student, Faculty, or Community Service Center Lifecycle Description



Process

1. A university requesting a new institute or center shall submit an electronic, signed PDF copy of the *New Institute or Center Proposal* to the Office of Academic and Student Affairs (OASA) two months prior to the Board meeting at which action is expected. If the proposal is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.
2. The creation of new Institutes and Centers regardless of scope and outreach require the approval of the Board of Trustees.
 - a. New institute or center requests will be evaluated by OASA during the two months prior to the Board meeting at which action is expected.
 - b. New institute or center requests will be placed on the agenda of the Chief Academic Officer's Council meeting one month prior to the Board meeting at which action is expected.
 - c. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the new institute or center request during the month prior to the Board meeting at which action is expected.
 - d. If the Associate Commissioner of Academic and Student Affairs renders a positive decision, the request to create a new institute or center will be placed on the Board of Trustees' Regular Agenda.
3. The OASA will maintain a current list of all Institutes and Centers on the IHL website - <http://www.mississippi.edu/oasa/centerslist.asp>. This list will be reviewed on an annual basis by OASA and Chief Academic Officers.