

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER INTERNAL POLICY**

11.02.99.Z1.01 Creation and Review of Centers and Institutes

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Supplements System Policy 11.02

1. OVERVIEW

Creation of academic centers and institutes benefits faculty members of its various components by facilitating interaction with colleagues with similar and/or complementary research and other scholarly interests. Educational benefits are also derived through specialized study opportunities for graduate students and continuing education programs for health care practitioners.

This internal policy does not apply to clinical treatment centers, service centers, and administrative centers (e.g., counseling centers, computing centers, learning resource centers, etc.).

2. CHARACTERISTICS OF CENTERS AND INSTITUTES

2.1 Centers and institutes in the Texas A&M University System Health Science Center (HSC) are administratively distinct units whose primary foci are on collaborative, multidisciplinary research and other scholarship activities, as well as advanced graduate training in biomedical, translational, and public health sciences.

2.2 Typically, “centers” are smaller units whose emphasis is on interdisciplinary activities that are broader than can be supported in an individual department. “Institutes” are larger integrative units whose emphasis is on activities that typically cross multiple schools, colleges, or other affiliated agencies, clinical facilities and other institutions.

2.3 Centers and institutes may be expected to be primarily if not exclusively supported by external funds.

3. ADMINISTRATION OF CENTERS AND INSTITUTES

3.1 Administratively, centers and institutes in the HSC may exist within a component or within the HSC as a whole.

3.2 Component-level centers and institutes

- 3.2.1 Component-level centers and institutes are housed administratively within a school or college and report to the dean or designee.
- 3.2.2 Multiple centers may also be housed administratively within institutes and report to the institute director.

3.3 HSC-level centers and institutes

- 3.3.1 HSC-level centers and institutes with substantial academic breadth and scope of activities typically spanning multiple components or other institutions and reporting administratively to a vice president of the HSC.
- 3.3.2 The administrative reporting lines for each HSC-level center or institute will be determined at the time it is established by the HSC President, and will be reconsidered on a regular basis as part of the regular periodic review process (see section 7).

4. APPOINTMENT OF FACULTY AND STAFF IN CENTERS AND INSTITUTES

- 4.1 Unless specifically authorized to do so by the President of the HSC and the Texas A&M University System Board of Regents (Board of Regents), centers and institutes may not provide primary academic appointments for faculty.
- 4.2 Tenure and promotion for tenure-track faculty members who are members of a center or institute is typically the primary responsibility of their academic departments. The director of the center or institute should be consulted in all relevant areas of performance review as appropriate given the level of involvement of the faculty member in the center or institute.
- 4.3 Centers and institutes may make primary appointments of research scientists and of other staff according to standard procedures for administrative units throughout the HSC.

5. PROPOSALS FOR DEVELOPMENT OF A NEW CENTER OR INSTITUTE

- 5.1 Creation of a new center within the HSC involves a three-part process including: (1) development of a proposal for internal review and approval by the appropriate component(s) and by the HSC executive offices; (2) approval of a “concept paper” for review and approval by the Board of Regents; and (3) approval of a full proposal for review and approval by the Board of Regents.
- 5.2 The internal proposal for a center or institute should be no longer than 20 pages in length and should contain the following information:

- 5.2.1 Proposed name of the center or institute
- 5.2.2 Responsible administrative unit
- 5.2.3 Collaborating units (e.g., HSC departments and components and units from other institutions)
- 5.2.4 List of proposed faculty (include an NIH-style biosketch for each participating member in an appendix)
- 5.2.5 Mission, goals, and objectives
- 5.2.6 A clear rationale specifically addressing why the proposed center or institute is warranted and unique from already existing departments, schools, centers or institutes.
- 5.2.7 Planned activities
- 5.2.8 Resource requirements, including space and facilities that will be used and supported by the center or institute
- 5.2.9 Governance and advisory structure
 - 5.2.9.1 Internal governance structure (e.g., director, executive committee, internal advisory committee), including an organizational chart indicating the lines of authority within and across participating administrative units and institutions.
 - 5.2.9.2 Advisory board(s), including procedures regarding selection of members, roles, term, oversight, and governance.
- 5.2.10 Current and projected sources of financial support and sustainability.

6. REVIEW PROCESS FOR CREATION OF A NEW CENTER OR INSTITUTE

6.1 Review and approval within the HSC

- 6.1.1 All proposals for a new center or institute must be submitted to the President of the HSC through the Vice President for Research.
 - 6.1.1.1 Component-level center or institute. Each proposal for the creation of a new component-level center or institute must be approved by the chief administrative officer of the participating component(s) and other administrative units.

6.1.1.2 HSC-level center or institute. Each proposal for the creation of a new HSC-level center or institute must be approved by the chief administrative officer of the participating component(s) and other administrative units. It is advisable to coordinate the proposal with the vice president through whom the center or institute is expected to report.

6.1.2 Each proposal for a new center or institute must contain a cover memorandum from the proposed center director and appropriate dean for component-level administration, and by the appropriate vice president for HSC-level center or institute.

6.2 Review and approval by the Texas A&M University System

6.2.1 If approved by the President of the HSC, the initiator(s) of the proposal for a center or institute will prepare a “concept paper” of no more than three-pages in length that meets the requirements of the Board of Regents (see System Policy 11.02, attachment C).

6.2.2 The concept paper will be submitted by the President of the HSC to the Vice Chancellor for Academic and Student Affairs for further action by the Board of Regents.

6.2.3 Upon preliminary approval by the Board of Regents, the President will submit a full proposal and completed Board Agenda Item with an executive summary attached to the Vice Chancellor for Academic and Student Affairs, for final approval of the center or institute to the Board of Regents.

7. REVIEW OF APPROVED CENTERS AND INSTITUTES

7.1 Centers and institutes are reviewed on a regular basis, similar to all other academic units, in order to assess their mission and to determine whether or not they continue to meet their stated goals and objectives.

7.2 Annual review

7.2.1 The director of each center or institute shall submit an annual report to the head of its administrative unit (i.e., dean or vice president).

7.2.2 The dean or vice president will transmit the annual reports for each center or institute to the Vice President for Research for administrative review and transmittal to the HSC President.

7.3 Periodic review

7.3.1 Periodic reviews should be undertaken at least every five years to make recommendations concerning the continuation/discontinuation of the center

or institute. These reviews will be organized by the administrative head of the center or institute (i.e., dean or vice president) with input from the director of the center or institute.

7.3.2 Periodic reviews must include a review committee comprised at least in part of external experts. Included in the charge to the review committee will be a request for assessment of the following areas:

7.3.2.1 Significance of the mission, goals, and objectives of the center or institute and how it fits into the mission of the HSC.

7.3.2.2 Effectiveness of the center or institute in meeting these goals and objectives.

7.3.2.3 Appropriateness of the administrative structure, including the director, and the reporting line(s).

7.3.2.4 Financial status

7.3.2.5 Strategic plan, including financial projections

7.3.2.6 Recommendation on continuation/discontinuation of the center or institute.

7.4 Outcomes of the review process

7.4.1 Annual reviews and periodic reviews will be submitted through the appropriate dean or vice president to the Vice President for Research for administrative review. They will then be transmitted to the HSC President for further evaluation and action.

7.4.2 Any major changes in function, focus, and funding sources for centers and institutes shall receive prior approval from the President and Chancellor and subsequent approval by the Board of Regents.

OFFICE OF RESPONSIBILITY

Vice President for Research