



## UNIVERSITY POLICY

<b>SUBJECT:</b>	ADMINISTRATION	<b>TITLE:</b>	CENTERS AND INSTITUTES		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input checked="" type="checkbox"/>	<b>Functional</b> <input type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Executive Vice President for Academic and Clinical Affairs		<b>Responsible Office:</b>	Office of Academic and Clinical Affairs	
<b>CODING:</b>	00-01-10-140:00	<b>ADOPTED:</b>	11/03/00	<b>AMENDED:</b>	06/21/10

**LAST REVIEWED:** 06/21/10

**I. PURPOSE**

To define the mechanism for approval of new centers and institutes.

**II. ACCOUNTABILITY**

Under the direction of the President, the Executive Vice President for Academic and Clinical Affairs and Senior Vice Presidents shall ensure compliance with this policy. The Deans and applicable Vice Presidents shall implement this policy.

**III. DEFINITION**

Centers/institutes are formed from time to time to recognize unique concentrations of research, teaching, patient care or community service expertise. The terms “center” and “institute” may be used interchangeably, and can be chosen to fit the needs of the UMDNJ School or unit or the requirements of external sponsors. The terms “center” and “institute” may not be used for administrative or marketing purposes without approval pursuant to this policy. Centers/institutes may exist completely within an academic department, or may be interdepartmental within a School, or may involve the collaboration of two or more Schools, or the collaboration or partnership with external institutions that share some element of UMDNJ’s mission.

**IV. REFERENCE**

Naming /Renaming of UMDNJ Facilities [00-01-10-130:00](#)

**V. POLICY**

**A. General:**

**1. Written Plan**

The establishment of a center/institute follows consideration and approval of a written plan describing, at a minimum: the mission with specific goals; a justification for establishment; a plan of formation and evolution, with time lines; a description of the role of the Director; criteria for faculty and staff appointments; a mechanism for periodic review of outcomes; and a multi-year budget along with all funding sources.

2. Names

Names should be descriptive of the functions of the center/institute. Names that include the words "Statewide," "NJ," "New Jersey," "University," or "UMDNJ" are reserved for those centers/institutes that have a presence on multiple UMDNJ Campuses and/or are statewide.

3. Members

Members of the center/institute are normally also UMDNJ faculty members. Exceptions to this may be granted on a case-by-case basis with the concurrence of the Dean (or Deans if more than one School is involved in the center/institute).

4. Annual Reports

The Director of each center/institute shall be responsible for the preparation of an annual report to be submitted to the person to whom the center/institute Director reports, with copies to the appropriate Dean(s), and to the Executive Vice President for Academic and Clinical Affairs for statewide centers/institutes.

5. Periodic Reviews

Each center/institute should undergo periodic evaluation and outcomes assessment.

B. Centers/Institutes within Academic Departments:

The establishment of a center/institute within an academic department is at the discretion of the Dean, acting on the recommendation of the department Chair and the School's Executive Council or equivalent. The Director of the center/institute and the members of the center/institute will normally hold faculty appointments in the department. The Director, who is appointed by the Chair with the concurrence of the Dean, will report to and serves at the pleasure of the Chair, and may maintain a separate center/institute budget following approval by Dean and Chair.

Following the Dean's approval of a departmental center/institute, the Dean shall officially notify the Executive Vice President for Academic and Clinical Affairs.

C. Inter-departmental Centers/Institutes:

The establishment of an inter-departmental center/institute within a School is at the discretion of the Dean, acting on the recommendation of each of the Department Chairs and the School's Executive Council or equivalent. The Director of the center/institute and the members of the center/institute will normally hold faculty appointments in one or more departments in the School. The Director, who is appointed by the Dean in consultation with the Executive Council, will report to and serve at the pleasure of the Dean, and may maintain a separate center/institute budget following approval by Dean.

Following the Dean's approval of an inter-departmental center/institute, the Dean shall officially notify the Executive Vice President for Academic and Clinical Affairs.

D. Statewide Centers/Institutes:

Statewide centers/institutes are major initiatives of the University, jointly sponsored by two or more UMDNJ Schools or units, or by UMDNJ School(s) in collaboration with an external institution, with an independent budget managed by the Executive Director. They are organized around research or patient care objectives that are important areas of emphasis of UMDNJ. Statewide centers/institutes require the approval of the President and the Board of Trustees

through its University Affairs/Research Committee. Statewide centers/institutes have the following characteristics:

- Multiple locations: All statewide centers/institutes are intended to have a physical presence at multiple UMDNJ Campuses. Campus locations of the center/institute are closely associated with a School at that site.
- Statewide leadership: Statewide centers/institutes are led by an Executive Director, appointed by the Executive Vice President for Academic and Clinical Affairs, acting in consultation with the Deans. Local Directors are jointly appointed by and report jointly to the Dean of the School and the Executive Director.
- Consistent business practices: Statewide centers/institutes shall maintain consistent business practices across the center/institute, and shall, to the maximum extent possible, present themselves to the external community as a single, seamless unit.

Application to form a new statewide center/institute will be in the form of a business plan mutually agreeable to all involved parties, formally submitted to the University Office of Academic Affairs. Proposers are strongly advised to seek the informal approval of the Deans and the senior management of the University before undertaking this task. Proposals must be approved by the Executive Councils or equivalent of each pertinent UMDNJ School, the Vice President of each involved non-academic UMDNJ unit (if any), the President and board of any external partner(s), the President of UMDNJ and the Board of Trustees of UMDNJ through the University Affairs/Research Committee.

E. Lists of Centers/Institutes:

The University Office of Academic Affairs shall maintain, and periodically publish, a list of authorized centers and institutes in the University.

By Direction of the President:

## Signature on file

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Executive Vice President for Academic and Clinical Affairs