



Establishing Centers, Institutes, and Specialized Testing or Service Laboratories

Purpose

Centers, institutes, and specialized testing or service laboratories (hereafter referred to as “centers”) at Stephen F. Austin State University (SFA) engage in educational, research, scholarly, service, outreach, and/or faculty development activities.

Persons Affected

This policy applies to all university faculty, staff, and students.

Definitions

Center: an interdisciplinary unit usually involving more than one academic unit in a college whose participants are engaged in research; instruction; or clinical, outreach, or related service.

Institutes: an integrative unit within the university typically focused on research that may comprise many different disciplines, departments, colleges, or, even other outside universities, agencies or corporations. An institute may have one or more centers affiliated.

Specialized Testing or Service Laboratories: a focused unit within the university that carries out services such as lab tests, trainings, product development, diagnostic evaluations, clinical care and other health-related services for purpose of assessment and evaluation, research, and/or teaching.

Policy

Centers are subject to all policies and procedures of the university, as well as to applicable state and federal laws and regulations. A center may not participate in activities that do not, in their entirety, support the mission of the university, including the use of a center’s or the university’s name.

A center may be established within an academic department or division, college, or the university. A formal proposal is required to establish and officially recognize a center. Existing centers without formal recognition are required to submit a formal proposal, consistent with this policy’s guidelines. The provost and vice president for academic affairs in conjunction with the Office of Research and Graduate Studies will maintain an inventory of centers and their status.

The naming of a center must follow university policy.

Procedures

Procedures and guidelines for proposals are subject to approval by the provost and vice president



for academic affairs. A center proposal must include a description of the mission of the center, its goals and objectives, and how the center will be structured and funded or otherwise supported by the university. Proposals are subject to approval by participating academic unit heads, deans, and the appropriate vice president(s). Recommendations for formal recognition of centers will be forwarded to the president for approval.

An annual review is required that includes criteria to assess the effectiveness of the center in meeting its mission, goals, and objectives. Center directors will maintain institutional effectiveness assessment data as required by the Office of Institutional Effectiveness. Additional updates may be required by the appropriate dean(s) and/or vice president(s). Every five years a review of the centers' institutional effectiveness data to include financial viability will be conducted by the authorizing dean(s) and/or vice president(s) to determine whether a center continues or is dissolved.

Related Statutes or Regulations, Rules, Policies, or Standards

SFA HOP 05-603 Solicitation, Acceptance, Processing, and Management of Gifts
SFA HOP 01-304 Institutional Effectiveness

Guidelines and Procedures for Establishing Centers, Institutes, and Specialized Testing or Service Laboratories

Responsible Executive

Provost and Executive Vice President for Academic Affairs

Forms

Recommendation to Establish, Continue, Modify or Dissolve a Center, Institute, and Specialized Testing or Service Laboratory

Revision History

September 1, 2023 (original)