

## **Establishing Centers, Institutes, and Specialized Testing or Services Laboratories**

**Original Implementation:** Unpublished

**Last Revision:** October 28, 2019

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. 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, and may be interdisciplinary. 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.

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.

Centers may be named by the Board of Regents for persons who have made outstanding contributions to the university. The naming of a center must follow university policy.

**Cross Reference:** Guidelines and Procedures for Establishing Centers, Institutes, and Specialized Testing or Service Laboratories; Naming Guidelines (1.5); Assessment of Institutional Effectiveness (2.3)

**Responsible for Implementation:** Provost and Executive Vice President for Academic Affairs

**Contact for Revision:** Dean, Office of Research and Graduate Studies

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

**Board Committee Assignment:** Academic and Student Affairs

**Revision History:** November 7, 2016  
April 15, 2014  
April 17, 2012  
April 21, 2009