



COLLEGE OF Human Sciences

Policies and Procedures for Centers/Institutes

Definition of Human Sciences Centers/Institutes

Human Sciences centers advance the research, teaching, and service missions of the College and the University. Administered by a Director and reporting to the Dean or the Dean's designee (e.g., Department Head), they foster interdisciplinary and collaborative endeavors among students and faculty in targeted areas of scholarly inquiry. In accordance with the mission of a land-grant university, centers promote scholarly participation in local, national, and global service and community engagement.

Establishing a New Human Sciences Center/Institute

Faculty members may propose a new Human Sciences center by submitting an application with the following components:

1. Names of charter faculty members
2. Name of the proposed center
3. Rationale and need for the center
4. A comprehensive statement of the center's mission
5. Enumeration of the center's specific objectives
6. Evidence of the center's success; include a description of how what metrics will be used to gauge the extent to which the center is meeting/ exceeding its objectives
7. Description of the Proposed Organizational Structure
Positions must include a Director and may include others such as an advisory board, faculty roles, and/or staff positions. Proposers should describe positions and their responsibilities, and compensations (if any) in release time or salary. For each administrative position include % of time/effort devoted to the center.
8. Accounting Statement
Proposers should describe a budget, identifying initial and recurring expenses and proposed funding sources.
9. Sustainability Statement
Proposers should describe a plan for the fiscal sustainability of the center.
10. Required Resources
Proposers may include physical space, personnel, equipment, or office supplies necessary for the establishment and operation of the center.

If approved, points 1-7 will constitute the center's charter.

Review and Approval Process

Proposals for new centers are submitted by the Department Head/ School Director to the Chair of the Human Sciences Faculty Advisory Council (FAC). The proposal will be shared

with the College's Executive Council for informational purposes. Within two meetings of receiving the proposal, the FAC Chair will include it on the agenda for discussion by the FAC. After discussion, the Council will vote to approve, reject, or return the application to the proposers for clarification or modification. Proposals approved by a majority vote of the FAC will be referred to the Dean of Human Sciences, who will make the final determination on the establishment of the center within two months of receiving the recommendation.

Directors of Human Sciences Centers/Institutes

Once a proposal for a center has been approved, the process for appointing a Director takes place. Within two weeks of approval, the charter faculty members of the center will nominate a candidate for Director and submit to the Dean a brief statement of the candidate's qualifications. The Dean can approve the nomination or call for a new one; in the latter case, the Dean will provide a written rationale for rejecting the previous nominee.

Directors will be appointed for a term of three years. When 2 years and 9 months of the Director's term have elapsed, the faculty affiliates of the center will select a nominee for the subsequent term and submit to the Dean, who will follow the process as described above. Directors may be nominated for, and serve, consecutive terms.

Once appointed, the Director has responsibility for promoting the work of the center, overseeing the budget, and supervising personnel. The Director also submits an annual report to the Dean and a five-year report, as described below.

Annual Reports

The Director submits an annual written report to the Dean of Human Sciences on the center's state and activities; the respective Department Head/ School Director will receive a courtesy copy of the report. The report is based on the academic fiscal calendar and is due by July 31st each year. It should summarize the work of the center towards its objectives in the previous year, give an account of the center's finances, describe plans and make requests for the coming year.

Five-Year Reviews

Every five years, the Director will prepare a five-year summary report on the center's activities and achievements for the review of FAC. (Note: The Director will provide the respective Department Head/ School Director a copy of the five-year summary report.) Within two meetings of receiving the proposal, the FAC Chair will include it on the agenda for discussion by the FAC. If the FAC determines by majority vote that the center is achieving its mission and objectives, it will recommend to the Dean that the center be renewed for another five-year cycle. If the FAC determines that the center is not achieving its mission and objectives, it can recommend a remediation process to correct problems, or it can recommend the dissolution of the center. The FAC will give its recommendation, along with a brief justification, to the Dean, who will make a final determination on the continuation, remediation, or dissolution of the center within two months of receiving the recommendation of the FAC. The Dean will notify the Director and respective Department Head/ School Director of the final determination. If the Dean determines to act contrary to the FAC recommendation, s/he will provide a written rationale to the FAC and the Director of the center.

Amending Charters

The charter may be amended by submitting the proposed changes for consideration according to the process used for establishing new centers. If approved, the center continues operation under the modified charter.

Affiliated Faculty of Human Sciences Centers/Institutes

Interested Human Sciences faculty may apply to the Director of a center to become affiliated faculty members.

Funding and Support

Funding for centers may include a combination of College support, external grants, and philanthropy. Directors may request new support and resources in annual reports to the Dean.

Current Centers/Institutes

Existing Centers should begin following these guidelines, and should, within a period of one year, produce and submit a charter document as described above. The center will then be placed on the five-year review cycle.

Human Sciences Faculty Council – Reviewed 11 November 2014

Human Sciences Faculty Council – Endorsed 17 November 2014

Dean of Human Sciences – Approved 17 November 2014