



PROCEDURE

Centers and Institutes

Policy Administrator: Executive Vice President and Chief of Staff

Authority: N.J.S.A. 18A:64-8

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Approved By: Dr. Harvey Kesselman, President

Stockton University has several interdisciplinary research centers and institutes that bring faculty, staff, students, and community members together in support of teaching, research, and community outreach efforts. This work directly aligns with the University's mission as well as local, national and global trends, and provides academic and scholarly benefits to individuals, groups, and the public good.

This document is meant to provide procedures for the creation, maintenance, and, when appropriate, closing of these centers and institutes. In forming these procedures, four key questions served as guiding tenets:

- Is the center or institute important and intrinsically linked to the University's mission?
- Is there now – and will there continue to be – sufficient interest among stakeholders?
- Can the center or institute be outstanding and serve an innovative or underrepresented niche on campus and/or in the community?
- Can the center or institute be securely funded?
 - Initially?
 - Over the next 3-5 years?

1. **Terminology**. This procedure refers to “centers” and “institutes” equally; it is understood that various institutional entities (academic programs, schools, departmental or divisional units, etc.) may choose to use the terms in similar yet distinct ways.
2. **Definition and purpose**. Centers and institutes are designed to fulfill a specialized need in support of the University's mission. In many cases, these entities are research- or service-oriented and allow the University to provide specific and focused data, insight, and support material to a wide range of stakeholders, both internal (students, faculty, staff, and administrators) and external (community leaders, business professionals, legislators, academic researchers, the media, etc.)

The purpose of a center or institute may include, but is not necessarily limited, to:

- Research, production, and dissemination of scholarly information;
- Sponsorship of seminars, symposiums, or workshops that benefit internal and external stakeholders;
- Development and administration of grant- and contract-support programs;
- Provision of services to campus or community groups.

3. **Center creation.** The formation of a center or institute will be recommended by the appropriate divisional executive for the division where the center or institute will reside, in consultation with the Cabinet, and with final approval of the President or designee.

From time to time after formation, modifications of the mission of a center or institute may be enacted, upon review and approval of the center or institute's advisory board and the appropriate divisional executive with final approval of the President or designee.

4. **Criteria for formation.** A proposed center or institute must adequately meet the following three criteria for formation:

(A) Purpose

- i. A clearly-defined purpose related to the University's mission of excellence in teaching, commitment to scholarship, and dedication to service.
- ii. When applicable, a purpose that specifically relates to an emerging issue, trend, need, or problem.
- iii. Clearly-defined outcomes that measure demonstrated impact and will be articulated and addressed in annual and five-year reporting cycles.

(B) Resources

- i. Budget and finance: an annual budget indicating all sources of funding, both internal and external, as well as (when appropriate) a financial plan addressing issues of long-term operational sustainability.
- ii. Personnel: a summary of the anticipated personnel resources needed including: the director (see Section 5 below for additional details), faculty support (see Section 6 below for additional details); clerical/administrative staff; and anticipated graduate and undergraduate student support.
- iii. A summary of the space/physical resources required.
- iv. A summary of the equipment/supplies/materials required.

(C) Reporting and Organizational Structure

- i. A transparent process of governance and review.
- ii. A commitment to administrative best practices.
- iii. A summary of the internal reporting relationship to a department head, dean, divisional executive or individual or unit of acceptable supervisory level.
- iv. An organizational structure that includes, when appropriate, an advisory board.

5. **Leadership.** Centers and institutes will have the equivalent of a "director" who will assume leadership, managerial, and, when appropriate, supervisory and budgetary responsibilities. Leadership can be an administrative position or a union-negotiated faculty position depending on the needs of the center or institute.

6. **Faculty Fellows**. In certain cases, faculty fellows can be requested for temporary assignment to a center or institute.

7. **Center Closure**. The closing of a center or institute must be recommended by the appropriate divisional executive, in consultation with the Cabinet, and with final approval of the President.

Review History

	Date
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Cabinet	06/17/2021
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